



## AGENDA MEMORANDUM

Action Item for the City Council Meeting of September 29, 2020

**DATE:** August 31, 2020

**TO:** Peter Zanoni, City Manager

**FROM:** Jeff H. Edmonds, P. E., Director of Engineering Services  
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<p style="text-align: center;"><b><u>Master Services Agreement</u></b> <b>General Civil Projects in Engineering Services Department</b></p>
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**CAPTION:**

Motion awarding a Master Services Agreement for General Civil Engineering Projects to Freese and Nichols, Inc. and Hanson Professional Services, Inc. both from Corpus Christi, Texas, in an amount up to \$500,000 for a two-year term with each firm, with projects located Citywide, with FY 2021 funding available from the Utility Capital Program and Bond Program.

**SUMMARY:**

This motion approves a Master Services Agreement (MSA) to perform as-needed General Civil Projects in Engineering Services Department with Freese and Nichols, Inc., and Hanson Professional Services, Inc. The MSAs will address all aspects of civil engineering projects like street and roadway design, drainage design, site investigation, surveying, cost and schedule controls, and other projects.

This will be a Master Service Agreement (MSA) with individual task orders with one or more consultants.

**BACKGROUND AND FINDINGS:**

Currently, the Engineering Services Department issues small contracts when project design services are required and does not have an MSA for General Civil Engineering Projects. This MSA will be available to all City of Corpus Christi (City) Departments and will address all aspects of civil engineering projects like street and roadway design, drainage design, site investigation, surveying, cost and schedule controls, analysis with recommendation of project scope, cost estimating, design and constructability peer review. Utilizing this MSA allows for expedited delivery of capital projects and provides a cost savings to the City based on negotiated rates for a larger volume of work. Individual task orders will be negotiated and

approved administratively to meet the project requirements.

### **COMPETITIVE SOLICITATION PROCESS**

Freese and Nichols, Inc., and Hanson Professional Services, Inc., were selected for this service in March 2020 under RFQ 2667. General Civil Projects in Engineering Services Department was one of eight categories of projects announced under the RFQ. Seven firms submitted for the General Civil projects and the top two were selected and contract rates were negotiated for these on call services. Freese and Nichols, Inc., and Hanson Professional Services, Inc., were the two highest ranked firms.

The selection committee consisted of representatives from Engineering Services. Firms were ranked based on five factors: 1) experience and qualifications of firm, 2) experience and qualifications of the project manager and key staff, 3) project approach and management plan, 4) respondent capacity, and 5) respondent past performance.

### **ALTERNATIVES:**

Not awarding this MSA will result in Engineering Services having to advertise, evaluate, and award a contract for each project requiring professional civil engineering services which may cause delays to the projects.

### **FISCAL IMPACT:**

The fiscal impact for FY 2021 is an amount of \$500,000 to be funded through the FY2021 Utility Capital Program and Bond Program Funds.

### **FUNDING DETAIL:**

Funding will be allocated from appropriate fund sources as the various projects are identified.

### **RECOMMENDATION:**

Staff recommends approval of this motion to award this MSA to Freese and Nichols, Inc., and Hanson Professional Services, Inc., in the amount of \$500,000 per firm for a two-year term. The services are planned to start in October 2020 with completion at the end of one year or depletion of contract capacity.

### **LIST OF SUPPORTING DOCUMENTS:**

Location and Vicinity Map  
Evaluation Matrix  
Contract