



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of October 11, 2016  
Action Item for the City Council Meeting of October 18, 2016

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**DATE:** September 6, 2016

**TO:** Margie C. Rose, City Manager

**THRU:** Mark Van Vleck, Assistant City Manager  
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<p style="text-align: center;"><b><u>Master Service Agreement</u></b> <b>Subsurface Utility Engineering (SUE) Services</b></p>
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### **CAPTION:**

Motion authorizing the City Manager, or designee, to execute a master service agreement with Cobb, Fendley & Associates, Inc. of San Antonio, Texas in the amount of \$200,000 for Subsurface Utility Engineering Services for a base year plus two (2) one-year options.

### **PURPOSE:**

The purpose of this Agenda Item is to authorize a Master Service Agreement for Subsurface Utility Engineering (SUE) services with the selected firm.

### **BACKGROUND AND FINDINGS:**

This contract was developed under a Master Service Agreement (MSA) to perform SUE services for various projects. This contract allows the City to better develop and refine the SUE process to classify information according to quality levels with an objective to improve data reliability to reduce construction conflicts, delays and costs.

The American Society of Civil Engineers (ASCE) published Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data with four quality levels (A thru D):

- Quality Level D is the most basic level of information for utility locations. It comes solely from existing utility records or verbal recollections. QL-D is useful primarily for project planning and route selection activities.
- Quality Level C involves surveying visible above ground utility facilities (e.g., manholes, valve boxes, etc.) and correlating this information with existing utility records (QL-D information).
- Quality Level B involves the application of appropriate surface geophysical methods to determine the existence and horizontal position of virtually all subsurface utilities within a project's limits.
- Quality Level A is the highest level of accuracy presently available providing precise plan and profile mapping of underground utilities through the actual exposure of underground utilities (usually at a specific point). This level also provides the type, size, condition, material and other characteristics of underground features. Exposure is typically achieved through hand digging or Hydro-Vacuuming.

The information is presented in CAD format or a GIS-compatible map with a conflict matrix that is created to evaluate and compare collected utility information with project plans, identify conflicts and propose solutions. This improves the design basis to reduce the overall construction cost and timeline.

Under this MSA, the consultant will provide SUE services for city projects to be incorporated into design documents.

Multiple Task orders will be issued for SUE Services within a not to exceed amount of \$200,000 beginning with the following:

Task 1. E15110 Flato Road Full depth repair

Task 2. E15106 Ayers Street Pedestrian Improvements and Turn Lane Addition

Task 3. E15098 Downtown Road and Streetscape Improvements

Task 4. E15108 Downtown Traffic Signal and Area Improvements

This project is proposed to be awarded as a multiple year program with a base year plus two one-year options. Future Task orders and renewal of option years will be administratively approved by the City Manager or designee upon satisfactory performance by Cobb, Fendley & Associates, Inc.

#### **ALTERNATIVES:**

1. Authorize execution of a master service agreement. (Recommended)
2. Do not authorize execution of a master service agreement. (Not Recommended)

#### **OTHER CONSIDERATIONS:**

Not applicable

#### **CONFORMITY TO CITY POLICY:**

This master service agreement and selection process comply with the Professional Procurement Act and City Policy. Cobb, Fendley & Associates, Inc. was selected by RFQ 2016-01. This item requires a 2/3 majority vote as per City Charter requirements.

#### **EMERGENCY / NON-EMERGENCY:**

Not applicable

**DEPARTMENTAL CLEARANCES:**

Utility Department

**FINANCIAL IMPACT:**

☐ Operating      ☐ Revenue      ☒ Capital      ☐ Not applicable

<b>Fiscal Year 2016-2017</b>	<b>Project to Date Budget and Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget		\$205,500		\$205,500
Encumbered / Expended Amount				
This item		<b>200,000</b>		<b>200,000</b>
Future Anticipated Expenditures This Project		5,500		5,500
BALANCE		\$0		\$0

Fund(s):

**Comments:** N/A

**RECOMMENDATION:**

City staff recommends the master service agreement with Cobb, Fendley & Associates, Inc. in the amount of \$200,000 for the Subsurface Utility Engineering Services.

**LIST OF SUPPORTING DOCUMENTS:**

Project Budget  
Location Map  
Master Services Agreement  
Presentation  
Form 1295