



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of May 30, 2017  
Action Item for the City Council Meeting of June 13, 2017

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**DATE:** April 26, 2017

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

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| <p style="text-align: center;"><b><u>Master Service Agreement</u></b><br/><b>For Evaluation, Prioritization and Design of Major Ditch Improvements</b></p> |
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**CAPTION:**

Motion authorizing the City Manager, or designee, to execute a Master Service Agreement (MSA) with Lockwood, Andrews and Newnam, Inc. (LAN) of Corpus Christi, Texas in the amount of \$500,000 for evaluation, prioritization and design of Major Ditch Improvements. (Capital Improvement Project)

**PURPOSE:**

The purpose of this Agenda Item is to authorize an MSA for Major Ditch Improvements with the selected firm.

**CIP DESCRIPTION:**

The City has approximately 100 miles of major ditches. As part of a programmatic approach to implement lifecycle improvements, this project will identify and prioritize ditch improvements to include re-grading, slope recontouring and stabilization, pilot channels and concrete lining upgrades, and other best management practices. These improvements will address critical upgrades to improve drainage on public and private property, improve public safety, improve water quality, and reduce long term maintenance costs. This is a yearly program that will provide improvements to major ditches located throughout the City to the extent that funding allows.

## **BACKGROUND AND FINDINGS**

This program is funded in the approved CIP under "Major Ditch Improvements". The program addresses required maintenance and improvements to the City's Major Ditch systems. This contract is a Master Service Agreement (MSA) to provide the required professional engineering services on an as-needed basis in support of Major Ditch Improvements. The anticipated tasking could include evaluation of existing conditions, diagnosis of problems, hydraulic modeling, evaluation of potential solutions, prioritization of corrective measures, and development of construction procurement packages to mitigate flood problems and address erosion and other maintenance issues.

The MSA contract specifies the terms and conditions that will govern future Delivery Orders (DO's). DO's are individually negotiated for discrete scopes of work and are administratively approvable. The total value for all DO's will not exceed the MSA contract value. The term of the contract is for a base year with up to two staff approvable option years. This contracting format allows the Engineering Department to provide a more rapid and efficient response to the professional service needs of the Operating Department.

## **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. LAN was selected by RFQ 2016-01.

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

Not applicable

## **DEPARTMENTAL CLEARANCES:**

Utility Department

## **FINANCIAL IMPACT:**

☐ Operating      ☐ Revenue      ☒ Capital      ☐ Not applicable

| <b>Fiscal Year<br/>2016-2017</b>        | <b>Project to Date<br/>Budget and<br/>Expenditures<br/>(CIP only)</b> | <b>Current Year</b> | <b>Future Years</b> | <b>TOTALS</b>  |
|---|---|---------------------|---------------------|----------------|
| Budget                                  |   | \$1,385,840         | \$1,500,000         | \$2,885,840    |
| Encumbered /<br>Expended Amount         |   | 45,660              | 0                   | 45,660         |
| This item                               |   | <b>500,000</b>      | <b>0</b>            | <b>500,000</b> |
| Future Anticipated<br>Expenditures This |   | 145,275             | 0                   | 145,275        |

|         |  |           |             |             |
|---------|--|-----------|-------------|-------------|
| Project |  |           |             |             |
| BALANCE |  | \$694,905 | \$1,500,000 | \$2,194,905 |

Fund(s): Storm Water CIP #02

**Comments:** NA

**RECOMMENDATION:**

City staff recommends the master service agreement with Lockwood, Andrew and Newnam, Inc. in the amount of \$500,000 for the Major Ditch Improvements project.

**LIST OF SUPPORTING DOCUMENTS:**

Project Budget  
Location Map  
Master Service Agreement  
Presentation