



AGENDA MEMORANDUM

First Reading for the City Council Meeting of January 21, 2020
Second Reading for the City Council Meeting of January 28, 2020

DATE: December 24, 2019

TO: Peter Zanoni, City Manager

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<p style="text-align: center;"><u>Master Services Agreements</u> Preliminary Engineering and Feasibility Studies for Bond 2020 and Future Utility CIP</p>

CAPTION:

Ordinance awarding eight Master Services Agreements (MSAs) for Bond 2020 and FY 2021 CIP feasibility studies in an amount not to exceed \$3,600,000; three MSAs in the amount of \$650,000 each to Freese and Nichols, HDR Engineering, and Urban Engineering for Street projects; two MSAs in the amount of \$500,000 and \$250,000 to Urban Engineering and LAN respectively for Utility Projects; and three MSAs in the amount of \$300,000 each to Bath Engineering, LNV Inc. and Hanson Professional Services for Facility Projects, located city wide with funding available from Street Bond 2014 and FY 2020 Utility CIP; and amending the FY 2020 Capital Budget.

SUMMARY:

The planning cycle is getting underway for Bond 2020 and the FY 2021 Capital Improvement Program (CIP). These master service agreements will provide the preliminary engineering services necessary to provide accurate scopes and cost estimates for the proposed Bond 2020 and FY 2021 updates to the CIP. This item approves eight separate MSAs for Streets, Utilities, Facilities and Parks projects. Task orders will be negotiated individually to provide scoping, preliminary engineering and cost estimating services.

BACKGROUND AND FINDINGS:

Preliminary feasibility studies, engineering reports and cost estimates are required for projects when preparing for a Bond referendum or future CIP program. A similar process was used to prepare for Bond 2018. A Master Services Agreement (MSA) is a type of contract where work is accomplished through multiple task orders (TOs) under a blanket set of terms & conditions. These MSAs will issue time and material TOs based on an hourly rate schedule. MSAs are an efficient method to procure and expedite the specified professional services, which reduces overhead and administrative effort. MSAs are limited by the stipulated contract terms.

PROJECT TIMELINE:

2020						TO BE DETERMINED						
J	F	M	A	M	J							
Assessment						Design/Construction						

COMPETITIVE SOLICITATION PROCESS

Freese and Nichols, HDR Engineering, Urban Engineering, LAN, Bath Engineering, LNV Inc and Hanson Professional Services were selected for the Bond 2020 preliminary engineering and feasibility studies under RFQ 2018-10. For the Street category, there were 10 respondents; for the Utility category, there were 9 respondents; and for the Public Facilities category there were 6 respondents. All respondents were interviewed and chosen based on their scores and abilities to successfully complete the work.

The selection committee consisted of representatives from Asset Management, Streets, Utilities, and Engineering Services Departments. Firms were ranked based on five factors: 1) experience of the firm, 2) experience of the key personnel with specific experience, 3) project approach and management plan, 4) capacity to meet the project requirements and timelines, and 5) past performance.

ALTERNATIVES:

Not proceeding with the MSAs may reduce the accuracy of cost estimates that form the basis of a Bond 2020 program and the FY 2021 CIP. The Bond 2020 Informational Brochure needs to be finalized by June. Any action to delay these contracts can compromise the ability to have accurate scope and cost information in the informational brochure.

FISCAL IMPACT:

The projects in Bond 2020 program will be contingent on the findings in the feasibility studies. The proposed bond program outcome will be decided by city voters in November 2020. This item will award eight separate MSAs for professional services directly related to preliminary engineering and feasibility studies for Street Projects with Freese and Nichols, HDR Engineering, and Urban Engineering, for Utility Projects with Urban Engineering and LAN, and for Facility Projects with Bath Engineering, LNV Inc, and Hanson Professional Services, in all City Council Districts, in the total amount of \$3,600,000 for Street projects, Utility projects, and Facility projects, effective upon issuance of Notice to Proceed. Funding is available from Street Bond 2014 reserves and FY 2020 Utility CIP. In 2014, the City issued tax notes to pre-design the Bond 2014 street projects. As a result, the funds budgeted for design work were freed up from bond proceeds; thus, allowing these funds to be used for other street projects.

FUNDING DETAIL:

Bond 2020 Street Feasibility Studies:

Fund: Street 2015 GO Bond 2014 (Fund 3551)
Mission Elem: Maintain Pavement (#051)
Project No.: Bond 2020 Feasibility Studies (20245A)
Account: Professional Services (Account #530000)
Activity: 20245-A-3551-EXP
Amount: \$650,000 per contract (3)

Utility Feasibility Studies (Water and Wastewater):

Fund: Water 2020 CIP (#4099)
Mission Elem: Distribute Water (#041)
Project No.: Water Feasibility Studies (20246A)
Account: Professional Services (Account #530000)
Activity: 20246-A-4099-EXP (Water)
Amount: \$250,000

Fund: Wastewater 2020 CIP (#4257)
Mission Elem: Wastewater Collection System (#042)
Project No.: Wastewater Feasibility Studies (20247A)
Account: Professional Services (Account #530000)
Activity: 20247-A-4257-EXP
Amount: \$500,000

Bond 2020 Facility and Parks Feasibility Studies:

Fund: Street 2015 GO Bond 2014 (Fund 3551)
Mission Elem: Maintain Pavement (#051)
Project No.: Bond 2020 Feasibility Studies (20245A)
Account: Professional Services (Account #530000)
Activity: 20245-A-3551-EXP
Amount: \$300,000 per contract (3)

RECOMMENDATION:

Staff recommends approval of eight MSAs for professional services directly related to preliminary engineering and feasibility studies for Street Projects with Freese and Nichols, HDR Engineering, and Urban Engineering, for Utility projects with Urban Engineering and LAN, and Facility Projects with Bath Engineering, LNV Inc., and Hanson Professional Services, in all City Council Districts, in the total amount of \$3,600,000 for proposed Streets projects, Utilities projects, and Facility projects.

LIST OF SUPPORTING DOCUMENTS:

Ordinance
Location Map
Master Services Agreement Freese and Nichols
Master Services Agreement HDR Engineering
Master Services Agreement Urban Engineering (2)
Master Services Agreement LAN
Master Services Agreement Bath Engineering
Master Services Agreement Hanson Professional Services
Master Services Agreement LNV, Inc.