



AGENDA MEMORANDUM

Action Item for the City Council Meeting of July 21, 2020

DATE: June 24, 2020

TO: Peter Zanoni, City Manager

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<p style="text-align: center;"><u>Master Services Agreements</u> General Renovations with Interior, Exterior, Mechanical, Electrical, Plumbing, and Site Civil Services</p>

CAPTION:

Motion awarding four Master Service Agreements to provide design services for general renovations for multiple citywide facility projects with interior, exterior, mechanical, electrical, plumbing, and site civil design services for Bond and Capital Improvement Projects to Gignac & Associates LLP, LNV Inc, WKMC Architects, Inc and Bath Group, Inc, all firms are located in Corpus Christi, Texas, for an initial amount up to \$200,000 per contract per year with one additional renewal option to be administratively authorized for a total not to exceed \$400,000, funding will be approved with the delivery orders and is available through FY 2020 Capital Improvements Program and the recommended Bond Program.

SUMMARY:

This action approves four separate Master Service Agreement (MSA's) for general renovations for multiple facility projects with interior, exterior, mechanical, electrical, plumbing (MEP), and site civil design services for Bond and Capital Improvement Projects (CIP). Building improvements may include fire station bay floors, roofs, building façades, air conditioning, fire protection systems, electrical system, lighting, ADA deficiencies, sidewalks, driveways and parking lots.

BACKGROUND AND FINDINGS:

MSA is a type of contract where work is accomplished by multiple task orders (TO's) under a blanket set of terms and conditions and a fee rate schedule for engineering services. The MSA allows the City to administer TO's for various scopes of work under agreed rates. MSA's are an efficient method to procure and expedite the professional services, which reduces overhead and administrative effort. The contracts are limited by the stipulated contract terms. TO's may range from minimum amount of \$100 to a maximum amount of \$200,000 depending on the designer's

level of effort. Some of the projects that will be designed with the MSA's are general building improvements for fire station bay floors, roofs, building façades, air conditioning, fire protection systems, electrical system, lighting, sidewalks, driveways, and parking lots. This is the first time the City is procuring a MSA for design services.

PROJECT TIMELINE:

The MSA's contract will be awarded for a year from July 2020-July 2021.

2020						2021					
J	A	S	O	N	D	J	F	M	A	M	J
AGREEMENT PERIOD											

COMPETITIVE SOLICITATION PROCESS

Gignac & Associates LLP, LNV Inc, and WKMC Architects, were selected for general renovation with interior, MEP, ADA, and site civil projects under Request for Qualifications (RFQ) 2018-10.

Bath Group Inc was selected for general renovation with exterior, interior, MEP, HVAC upgrades/replacement, fire suppression system upgrade, ADA, site civil projects and other miscellaneous architectural and structural improvements under RFQ 2667. Four firms were selected under Professional Engineering Services - Future Facilities CIP. Bath Group Inc was one of the firms.

The selection committee consisted of City staff from the Asset Management Department and Engineering Services. 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:

Any alternative to awarding these contracts to Gignac & Associates LLP, LNV Inc, WKMC Architects, and Bath Group Inc will delay projects.

FISCAL IMPACT:

This item will award four separate MSA contracts for design, bid and construction phase services to Gignac & Associates LLP, LNV Inc, WKMC Architects and Bath Group, Inc in the amount up to \$200,000 per contract per year for the initial amount with one additional renewal option to be administratively authorized for a total not to exceed \$400,000. Funding is approved with the delivery orders and available through FY 2020 CIP and Bond Program.

Funding Detail:

Not applicable. Funding will be available as projects are identified.

RECOMMENDATION:

Staff recommends approval of four separate MSA contracts with Gignac & Associates LLP, LNV Inc, WKMC Architects and Bath Group, Inc, in the amount not to exceed \$200,000 per year and one additional renewal option to be administratively authorized for a total not to exceed \$400,000.

LIST OF SUPPORTING DOCUMENTS:

Location and Vicinity Maps

Master Services Agreement Gignac & Associates LLP

Master Services Agreement LNV Inc.

Master Services Agreement WKMC Architects

Master Services Agreement Bath Group, Inc