

ACTION FORM BRYAN CITY COUNCIL

| DATE OF COUNCIL MEETING: June 24, 2014 DEPARTMENT OF ORIGIN: Public Works/ Engineering | DATE SUBMITTED: June 4, 2014 SUBMITTED BY: W. Paul Kaspar | | | | | | | | | | | | | | | | | | | | | | | | |
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| <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border: none;">MEETING TYPE:</th> <th style="text-align: left; border: none;">CLASSIFICATION:</th> <th style="text-align: left; border: none;">ORDINANCE:</th> <th style="text-align: left; border: none;">STRATEGIC INITIATIVE:</th> </tr> </thead> <tbody> <tr> <td style="border: none;"><input type="checkbox"/> BCD</td> <td style="border: none;"><input type="checkbox"/> PUBLIC HEARING</td> <td style="border: none;"><input type="checkbox"/> 1ST READING</td> <td style="border: none;"><input checked="" type="checkbox"/> PUBLIC SAFETY</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> SPECIAL</td> <td style="border: none;"><input checked="" type="checkbox"/> CONSENT</td> <td style="border: none;"><input type="checkbox"/> 2ND READING</td> <td style="border: none;"><input type="checkbox"/> SERVICE</td> </tr> <tr> <td style="border: none;"><input checked="" type="checkbox"/> REGULAR</td> <td style="border: none;"><input type="checkbox"/> STATUTORY</td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> ECONOMIC DEVELOP.</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> WORKSHOP</td> <td style="border: none;"><input type="checkbox"/> REGULAR</td> <td style="border: none;"></td> <td style="border: none;"><input checked="" type="checkbox"/> INFRASTRUCTURE</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> QUALITY OF LIFE</td> </tr> </tbody> </table> | | MEETING TYPE: | CLASSIFICATION: | ORDINANCE: | STRATEGIC INITIATIVE: | <input type="checkbox"/> BCD | <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> 1ST READING | <input checked="" type="checkbox"/> PUBLIC SAFETY | <input type="checkbox"/> SPECIAL | <input checked="" type="checkbox"/> CONSENT | <input type="checkbox"/> 2ND READING | <input type="checkbox"/> SERVICE | <input checked="" type="checkbox"/> REGULAR | <input type="checkbox"/> STATUTORY | | <input type="checkbox"/> ECONOMIC DEVELOP. | <input type="checkbox"/> WORKSHOP | <input type="checkbox"/> REGULAR | | <input checked="" type="checkbox"/> INFRASTRUCTURE | | | | <input type="checkbox"/> QUALITY OF LIFE |
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| AGENDA ITEM DESCRIPTION: Consider awarding a professional services contract to Terracon Consulting Engineers & Scientists, Inc., for geotechnical engineering, materials testing, and construction inspection services, in the not to exceed amount of \$100,000.00. | | | | | | | | | | | | | | | | | | | | | | | | | |
| SUMMARY STATEMENT: The Engineering Department retains annual contracts with multiple firms to provide geotechnical engineering, materials testing and construction inspection services to ensure proper construction of the City's infrastructure projects. The 2014 Request for Qualifications (RFQ) for this service received responses from six interested firms, from which three local firms were selected. As the highest ranking firm from the RFQ review process, Terracon will receive a contract not to exceed \$100,000.00, if approved by the City Council. A \$50,000 contract to staff's second ranked firm, CME, and a \$15,000 contract to staff's third ranked firm, Gessner Engineering, both will be executed at the City Manager level (i.e., within the City Manager's spending authority). The RFQ's were ranked by staff according to qualifications and past work experience, with a tie breaking preference going to local firms over non-local companies, which applied in the case of Gessner Engineering. | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Over the past four years the City of Bryan spent on average \$83,793.69 per year with Terracon (ranging from \$67,000 to \$102,000), \$25,831.56 with CME (ranging from \$15,000 to \$35,000), and \$3,573.25 with Gessner Engineering (last year). Having multiple testing labs enables the City to get the best service by splitting the work load amongst the firms. The contracts will be for a one (1) year period with the option of extending the contract time for up to four (4) additional one (1) year terms, if agreed upon by both parties.</p> <p>All contracts will be Blanket Purchase Orders (BPO), which means they do not encumber funds when the contract is approved. Funds are encumbered at the time an invoice is paid with the funding source being various sources that relate to the respective Capital Improvement Projects (CIP) for which the tests are performed. The contracts are not to exceed amounts with service fees paid at the respective fee schedule rates. Since this is a professional engineering services contract, State law prevents bidding of engineering services and requires firms be selected based on qualifications.</p> | | | | | | | | | | | | | | | | | | | | | | | | | |
| STAFF ANALYSIS AND RECOMMENDATION: Staff recommends awarding the contract with Terracon Consulting Engineers & Scientists, Inc., geotechnical engineering, materials testing, and construction inspection services, in the not to exceed amount of \$100,000.00. These services are necessary for ensuring the City of Bryan receives high quality infrastructure from its contractors and awarding a not to exceed contract allows multiple capital improvement projects to utilize this one testing contract. | | | | | | | | | | | | | | | | | | | | | | | | | |
| OPTIONS (In Suggested Order of Staff Preference): <ol style="list-style-type: none"> 1. Approve Contract Award. | | | | | | | | | | | | | | | | | | | | | | | | | |

2. Do not approve Contract Award and provide staff direction on how to proceed.

ATTACHMENTS:

1. Proposed contract (pdf file)

FUNDING SOURCE: Transportation Fee, Drainage Fee, Bond Funds, General Fund (as used by each project),
Water and Sewer Funds

APPROVALS: Hugh R. Walker, 06/05/2014

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 06-06-2014

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 06-12-2014

Revised 05/2013