



Legislation Text

File #: 18-2194, **Version:** 1

Resolution to approve a Professional Services Agreement with CTI and Associates, Incorporated for Material Testing Services for the Riverview Drive/Dover Place Sanitary Sewer and Water Main Extension Project (\$45,431.00)

Attached for your review and approval, please find a resolution to approve a Professional Services Agreement (PSA) with CTI and Associates, Incorporated (CTI) in the amount of \$45,431.00 for material testing services for the subject project.

In January of 2018, the City received proposals in response to Request for Proposal (RFP) No. 18-02 from six material testing firms for the purposes of issuing PSAs for the material testing services in the 2018 and 2019 construction season. The RFP required each consultant to submit a statement of qualifications, fee schedule, and resumes of personnel that it proposed were qualified and available to work on City projects. A selection committee comprised of Engineering staff reviewed the proposals and determined which firms were most qualified to perform the needed material testing work for each project in these construction seasons. The firms were evaluated and scored on several criteria:

- Professional Qualifications (15%)
- Proposed Work Plan (25%)
- Past Performance (40%)
- Fee Proposal (20%)

After reviewing and scoring the proposals, staff ranked the responding firms in the following order:

1. Materials Testing Consultants
2. Professional Services Industries
3. Testing Engineers & Consultants
4. CTI & Associates
5. TTL Associates
6. Tyme Consulting Engineering

Based on the amount of work available, the size of the firms, and the similarity of the firm qualifications and fee schedules, the selection committee decided that the top five firms were qualified to perform the work, and the projects for the 2018 and 2019 construction season were divided between the five firms, with CTI & Associates being selected to perform the testing on the Riverview Drive/Dover Place Sanitary Sewer and Water Main Extension Project.

Engineering staff has negotiated the scope of work and associated fee for this project and that is reflected in the PSA that is being recommended for Council approval. CTI is in compliance with the requirements of the City's Non-Discrimination and Living Wage ordinances. The form of contract will be the standard professional services agreement drafted by the City Attorney.

Funding for this work is available within the existing project budget. The breakdown of revenues to cover the cost of the work (including contingency) being performed is as follows:

Water Capital Budget -	\$30,000.00
<u>Sanitary Capital Budget -</u>	<u>\$20,000.00</u>
Total -	\$50,000.00

Prepared by: Nicholas S. Hutchinson, P.E., City Engineer

Reviewed by: Craig Hupy, Public Services Area Administrator

Approved by: Howard S. Lazarus, City Administrator

Whereas, It is necessary to retain the services of a professional material testing firm to perform the needed material testing and inspection services for the Riverview Drive/Dover Place Sanitary Sewer and Water Main Extension Project;

Whereas, The professional engineering firm of CTI and Associates, Inc., of Novi, Michigan has submitted to the City a proposal for the necessary services, setting forth the services to be performed by said firm, and the payments to be made by the City therefor, all of which are agreeable to the City; and

Whereas, CTI and Associates, Inc. is in compliance with the requirements of the City's Non-Discrimination and Living Wage ordinances.

RESOLVED, That a professional services agreement be approved with CTI and Associates, Inc. in the amount of \$45,431.00;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said agreement, after approval as to form by the City Attorney and approval as to substance by the City Administrator;

RESOLVED, That the City Administrator be authorized to approve amendments to CTI and Associates, Inc.'s professional services agreement up to \$4,569.00 in order to satisfactorily complete the project; and

RESOLVED, That the City Administrator be authorized to take the necessary administrative actions to implement this resolution.