



Legislation Text

File #: 13-0774, **Version:** 1

Resolution to Approve Professional Service Agreements with Stantec Consulting Michigan Inc. and Hubbell, Roth & Clark (each not to exceed \$100,000.00 per year) for General Civil Engineering and Professional Consulting Services for the City of Ann Arbor Field Operations Unit

This memorandum and resolution request approval for Professional Service Agreements for general civil engineering and consulting services with Stantec Consulting Michigan Inc. (Stantec) and Hubbell, Roth & Clark (HRC). The professional service agreements with Stantec and HRC allow for construction and bid documents for unplanned projects to assist Field Operations in responding more quickly to immediate repair needs, prepare easement surveys and legal documents, provide construction inspection services, and other services as needs arise.

In May 2013, the City issued a request for proposals (RFP #864) to provide civil engineering and consulting services to support the Field Operations Services Unit in all disciplines that may be necessary to design repairs for all assets Field Operations is responsible for maintaining. The RFP #864 indicated that two companies would be awarded contracts for up to \$100,000.00 per year each for professional services. The City received proposals from eleven companies. Stantec and HRC were selected as the two most qualified firms to provide on-call professional services. At the discretion of the Field Operations Services Unit, tasks will be assigned to one of the two firms depending on firm staff availability, expertise in disciplines necessary to complete the work, approach to the work, and cost. As part of their proposals, each firm has provided to the City a fee schedule for the full range of offered services that the consultants will draw from to provide cost proposals to the City for each assigned task. The contracts are structured with not-to-exceed limits in each of \$100,000.00 per year, with no minimum required expenditures.

Field Operations often requires the services of consultants to perform design and engineering work on small and medium size projects including, but not limited to, architectural design for building repair, structural engineering work for repair or construction of pedestrian bridges, retaining walls and structural building repairs, civil engineering designs for difficult or specialized utility repairs, and landscape architecture designs to augment storm water management. Field Operations staff is capable of designing repairs for all but the most specialized projects that arise; however, projects maybe brought to the attention of staff at a faster rate than staff can design repairs. Consultants enhance staff ability to complete designs and bid repair work, and assist in inspecting construction of the designs so that staff time may be utilized more efficiently.

City Council approval of the Professional Service Agreements with Stantec and HRC not to exceed \$100,000.00 per fiscal year each, to provide civil engineering and professional consulting services to the Field Operations Service Unit for FY14 and FY15 is recommended.

Stantec received Contract Compliance approval on February 15, 2013, and HRC received Contract Compliance approval on March 25, 2013. Both firms comply with the Living Wage ordinance; Stantec received Living Wage approval on April 18, 2013 and HRC received Living Wage approval on April 16, 2013. .

These engineering services are to be funded from the approved FY14 and FY15 (if approved) Sewage Disposal System, Storm Water System, and Water Supply System Operation and Maintenance Budgets, Parks Repair Millage Fund, and Major and Local Street Operation and Maintenance Budgets. Tasks will be assigned as performed to the appropriate funds.

Prepared by: Nichole Woodward, PE, Engineer, Field Operations

Reviewed by: Craig Hupy, Public Services Area Administrator

Approved by: Steven D. Powers, City Administrator

Whereas, The Field Operations Services Unit issued a Request for Proposals, RFP #864, to identify civil engineers and professional consultants for a variety of design services that may be necessary to provide services to the whole of the Field Operations Services Unit;

Whereas, Eleven firms submitted proposals in response to RFP #864;

Whereas, Staff selected Stantec and Hubbell, Roth & Clark (HRC) as most qualified to perform the variety of work identified in RFP #864;

Whereas, Award of contracts for services on an on-call basis will allow the City to expedite design, engineering and construction on unexpected projects in the Field Operations Services Unit;

Whereas, Funding is available within the approved FY14 Public Service operation and maintenance budget and will be available in the FY15 Public Service operation and maintenance budget, if so approved by Council, and will be allocated based on scope of project;

Whereas, Stantec received Contract Compliance approval on February 15, 2013, complies with the Living Wage ordinance and received Living Wage approval on April 18, 2013; and

Whereas, HRC received Contract Compliance approval on March 25, 2013, complies with the Living Wage ordinance and received Living Wage approval on April 16, 2013;

RESOLVED, That City Council approve a two-year Professional Services Agreement with Stantec Consulting Michigan Inc. for an amount not to exceed \$100,000.00 per fiscal year but with funding to be made available without regard to fiscal year until any ongoing project is completed;

RESOLVED, That City Council approve a two-year Professional Services Agreement with Hubbell, Roth & Clark for an amount not to exceed \$100,000.00 per fiscal year but with funding to be made available without regard to fiscal year until any ongoing project is completed;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute each of the contracts for services after approval as to substance by the City Administrator and approval as to form by the City Attorney.