

MEMORANDUM

TO: Park Advisory Commission

FROM: Colin Smith, Parks & Recreation Services Manager

SUBJECT: Resolution to Recommend Approval of Two Three-Year Professional Services Agreements (PSA) for Engineering Services for Parks & Recreation for a Not to Exceed Annual Amount of \$150,000.00 per PSA

DATE: September 19, 2017

Attached for your review and action is a resolution to recommend approval of Professional Services Agreements with engineering firms to provide services for capital improvements and renovation projects within the Parks & Recreation system.

Parks & Recreation Services often requires the services of consultants to perform design and engineering work on multiple projects, including, but not limited to, structural engineering work for bridges and retaining walls and to evaluate aging buildings, and civil engineering design of storm water facilities, parking lots and entry roads. Issuing RFPs and selecting consultants for each project individually is labor intensive for both the City and consultants. Pre-qualifying consultants with appropriate experience to perform the work saves valuable staff time and expedites project completion.

Pre-qualifying consultants was initially implemented nine years ago to create efficiencies and streamline the process of choosing consultants for a variety of Parks & Recreation design projects on an as-needed basis. It has proven to be very successful. Some of the projects completed under prior contracts with pre-qualified engineering firms include structural repairs to the vehicle bridges at Bandemer and Gallup Parks, infrastructure improvements at Buhr Park and Cobblestone Farm, roof replacements at Mack and Veterans Memorial Park Ice Arena, and pool and rink mechanical upgrades.

Request for Proposal (RFP) #17-14 was released on July 6, 2017, and was advertised on the Michigan Inter-Governmental Trade Network as well as on the City of Ann Arbor Purchasing website. Eight firms submitted proposals. After review of qualifications and interviews, staff selected the following two firms for the required services:

SmithGroupJJR, Inc.
ROWE Professional Services Company

The selected firms will submit a fee proposal for each project to be designed so that staff has a basis upon which to evaluate the individual projects. Individual work statements will be issued for each project awarded to the most qualified and cost-

effective consultant for that project. Each of the pre-qualified consultants understand that there is no guarantee or implied promise of any nature that any Work Statements at all will be issued and that the City is under no obligation to issue or consent to any Work Statements. Staff is recommending approval of professional services agreements (PSA) with these two consultants for engineering services on an as-needed basis for a period of three years. Total expenditures per fiscal year per individual contract will not to exceed \$150,000.00.