

MEMORANDUM

TO: Park Advisory Commission

FROM: Colin Smith, Parks & Recreation Services Manager

SUBJECT: Resolution to Recommend Approval of a Two-Year Professional Services Agreement (PSA) for Electrical Services for Parks & Recreation for a Not to Exceed Annual Amount of \$100,000.00.

DATE: October 15, 2019

Attached for your review and action is a resolution to recommend approval of Professional Services Agreement with an electrical firm to provide licensed electrical contracting services for maintenance, repair or improvement of existing facilities within the Parks & Recreation system.

Parks & Recreation often requires the services of licensed electricians to perform electrical work within the park system. The type of work may include, but is not limited to, inspection, maintenance, repair or installation of duct banks, conduits, conductors, motor control centers, breakers, disconnects, distribution systems, lighting systems and controls, electric motors, PLC and RTU systems and security systems. Issuing RFPs and selecting contractors for each project individually is labor intensive for both the City and consultants. Pre-qualifying contractors with appropriate experience to perform the work saves valuable staff time and expedites project completion. Pools and rink, for example, often have electrical work that requires quick response.

Pre-qualifying contractors was initially implemented by Parks eleven years ago to create efficiencies and streamline the process of choosing consultants and contractors for a variety of Parks & Recreation projects on an as-needed basis. It has proven to be very successful.

Request for Proposal (RFP) #19-24 was released on August 23, 2019, and was advertised on the Michigan Inter-Governmental Trade Network as well as on the City of Ann Arbor Purchasing website. Two firms submitted proposals. After review of qualifications and interviews, staff selected the following firm for the required services:

A. F. Smith Electric, Inc.

Staff is recommending approval of professional services agreement (PSA) with this firm for electrical services on an as-needed basis for a period of two years. Total expenditures per fiscal year per individual contract will not to exceed \$100,000.00. There is no obligation on the part of the City to spend the entire amount. Funding is available in the approved FY2020 budget.

RESOLUTION TO RECOMMEND APPROVAL OF A TWO-YEAR
PROFESSIONAL SERVICES AGREEMENTS (PSA) FOR ELECTRICAL
SERVICES FOR PARKS & RECREATION FOR A NOT TO EXCEED
ANNUAL AMOUNT OF \$100,000.00.

Whereas, The City issued a Request for Proposals, RFP #19-24, to identify contractors experienced in electrical services for parks and recreation projects;

Whereas, Two firms submitted proposals in response to RFP #19-24;

Whereas, Staff has selected the A. F. Smith Electric, Inc. to perform the type of work identified in RFP #19-24:

Whereas, Award of contracts for services on an as-needed basis will allow the City to expedite repairs and improvements in the Parks & Recreation system;

Whereas, Funding is available in the approved FY2020 Parks Maintenance and Capital Improvements budget to cover the cost of these services; and

Whereas, Funding for services in FY 2021 and FY 2022 will be contingent upon City Council approval of the Parks Maintenance and Capital Improvements budget;

RESOLVED, That the Park Advisory Commission recommend City Council approve a two-year Professional Services Agreements for Electrical Services with A. F. Smith Electric, Inc. for a Not to Exceed Annual Amount of \$100,000.00.