

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 Mechanical Services for Parks & Recreation for a Not to Exceed Annual Amount of \$200,000.00

DATE: October 15, 2019

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

Parks & Recreation often requires the services of licensed mechanical contractors to perform mechanical work within the park system. The type of work may include, but is not limited to, inspection, maintenance, repair and/or installation of HVAC systems, ice rink refrigeration, pool heating boilers, pool chemical feed, process piping, pumps and valves. Examples of potential tasks include obtaining permits, seasonal HVAC maintenance, repair of ice rink condenser systems, maintenance of pool heating boilers, pool startup/shutdown, replacement of mechanical piping and other mechanical activities determined by the City. Issuing RFPs and selecting contractors for each project individually is labor intensive for both the City and contractors. Pre-qualifying a contractor with appropriate experience to perform the work saves valuable staff time and expedites project completion. Pools and rinks, for example, often have mechanical 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 mechanical projects on an as-needed basis. It has proven to be very successful.

Request for Proposal (RFP) #19-25 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. Four firms submitted proposals. After review of qualifications and pricing, staff selected the following firm for the required services:

Metro Controls, Inc.

Staff is recommending approval of a professional services agreement (PSA) with this

firm for mechanical services on an as-needed basis for a period of two years. Total expenditures per fiscal year per individual contract will not to exceed \$200,000.00 and there is no obligation on the part of the City to spend the entire \$200,000.00. Funding for these projects is available in the approved FY 2020 budget.

RESOLUTION TO RECOMMEND APPROVAL OF A TWO-YEAR PROFESSIONAL SERVICES AGREEMENT (PSA) FOR MECHANICAL SERVICES FOR PARKS & RECREATION FOR A NOT TO EXCEED ANNUAL AMOUNT OF \$200,000.00

Whereas, The City issued a Request for Proposals, RFP #19-25, to identify contractors experienced in Mechanical Services for parks and recreation projects;

Whereas, Four firms submitted proposals in response to RFP #19-25;

Whereas, After scoring proposals and reviewing prices, staff has selected the Metro Controls, Inc. to perform the type of work identified in RFP #19-25:

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 FY2021 and FY2022 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 Mechanical Services with Metro Controls, Inc. for a Not to Exceed Annual Amount of \$200,000.00.