



## Legislation Text

---

**File #:** 23-1589, **Version:** 1

---

Resolution to Approve Amendment Number 1 to the Professional Services Agreement with ROWE Professional Services Company for Engineering Consulting Services (RFP #20-26) (\$331,000.00) (Total Contract \$781,000.00)

Attached for your review and action is a resolution to approve Amendment Number 1 to the Professional Services agreement with ROWE Professional Services Company for Engineering Consulting Services (RFP #20-26) to provide design services for capital improvements and renovation projects within the Parks & Recreation system. The Professional Services Agreement with ROWE Professional Services Company is in effect through December 20, 2023. Amendment Number 1 extends the Professional Services Agreement for one additional year through December 31, 2024 and increases the not-to-exceed fee for the additional year to \$331,000.00 to include design, engineering, and construction administration of the future Bicentennial Park improvements.

Budget/Fiscal Impact: Funding is available in the approved FY 2024 Park Maintenance and Capital Improvement Millage budget. Funding for services in FY 2024 and FY 2025 will be contingent upon City Council approval of the Parks Maintenance and Capital Improvements budget.

Project Description: 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, mechanical engineering work at the pools and ice rinks, 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 twelve 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 that were completed under prior contracts with pre-qualified engineering firms include structural repairs to two bridges at Barton Nature Area, the lower Argo Cascades Bridge, the Mitchell Field bridge, and the Gallup Park vehicle bridge; mechanical improvements at Veterans Memorial Park Pool and Mack Pool; playground design at the Gallup Universal Access Playground; replacement of the pathway and boardwalk at Riverside Park; design for improvements at the Argo Livery; and schematic design planning work for replacement of the Gallup Park vehicle bridge, park road, and Border-to-Border trail.

Request for Proposal (RFP) #20-26 was released on July 13, 2020, and was advertised on the Michigan Inter-Governmental Trade Network as well as on the City of Ann Arbor Purchasing website. Eleven firms submitted proposals. After review of qualifications and interviews, staff selected three firms, SmithGroup, ROWE Professional Services Company, and Stantec Consulting Michigan, Inc.

The Professional Services Agreement was approved by City Council on 12/07/2020 (resolution R-20-445) and expires on December 20, 2023. Under the original Agreement, the total expenditures per fiscal year were set at an amount not to exceed \$150,000.00.

Staff asked ROWE Professional Services Company to provide a proposal for planning, design, engineering, and construction administration services for the development of Bicentennial Park (formerly Southeast Area Park). Rowe was recommended for this work, as they have previous Splash Pad experience, which is a new amenity anticipated for the park.

In addition to other projects that are underway, the proposal for services from ROWE Professional Services for Bicentennial Park, was higher than the yearly “not-to-exceed” fee (\$150,000.00), for Fiscal Year 24. Additionally, the term of the Professional Services Agreement ends on December 20, 2023, whereas work for Bicentennial Park will carry through the calendar year of 2024.

Amendment Number 1 will extend the Professional Services Agreement for ROWE Professional Services Company one additional year, concluding on December 31, 2024, and will increase the not-to-exceed amount for this additional year to \$331,000.00 for FY 24 to cover planning, design, engineering, and construction administration services for Bicentennial Park.

Prepared by: Adam Fercho, Landscape Architect IV

Reviewed by: Derek Delacourt, Community Services Area Administrator

Approved by: Milton Dohoney Jr., City Administrator

Whereas, Parks & Recreation Services often requires the services of consultants to perform design and engineering work on multiple projects;

Whereas, Issuing RFPs and selecting consultants for each project individually is labor intensive for both the City and consultants;

Whereas, Pre-qualifying consultants with appropriate experience to perform work on an as-needed basis saves valuable staff time and expedites project completion;

Whereas, The City issued a Request for Proposals, RFP #20-26, to identify consultants experienced in Engineering Services for parks and recreation projects;

Whereas, Eleven firms submitted proposals in response to RFP #20-26;

Whereas, Staff has selected the following three consultants as qualified to perform the type of work identified in RFP #20-26:

SmithGroup

ROWE Professional Services Company

Stantec Consulting Michigan, Inc;.

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

Whereas, A Professional Services Agreement with ROWE Professional Services Company was approved by City Council on December 7, 2020 (R-20-445);

Whereas, The Professional Services Agreement with ROWE Professional Services Company expires on December 20, 2023;

Whereas, The original Professional Services Agreement with ROWE Professional Services Company authorized total expenditures per fiscal year not to exceed \$150,000.00;

Whereas, ROWE Professional Services Company provided a proposal to Staff for planning, design, engineering, and construction administration services for Bicentennial Park, with work taking place into 2024;

Whereas, Amendment Number 1 to the Professional Services Agreement with ROWE Professional Services Company would extend the Professional Services Agreement for one additional year to December 31, 2024;

Whereas, Amendment Number 1 to the Professional Services Agreement with ROWE Professional Services Company would increase the total compensation for services during the additional year term to not to exceed \$331,000.00;

Whereas, Funding is available in the approved FY2024 Parks Maintenance and Capital Improvements budget to cover the cost of these services; and

Whereas, The Park Advisory Commission recommended approval of Amendment Number 1 to the Professional Services Agreement with ROWE Professional Services Company at the September 19, 2023 meeting;

RESOLVED, That City Council approve Amendment Number 1 to the Professional Services Agreement with ROWE Professional Services Company in the amount of \$331,000.00 for Engineering Consulting Services;

RESOLVED, That the Professional Services are to be funded from the Parks Maintenance and Capital Improvements Budget;

RESOLVED, That the Mayor and City Clerk are authorized and directed to execution Amendment Number 1 to the Professional Services Agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney;

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

RESOLVED, That the funds be available for the life of the project(s) without regard to fiscal year.