



Legislation Text

File #: 17-1449, **Version:** 1

Resolution to Authorize a Professional Services Agreements with Wade Trim Associates, Inc. for Project Management and Civil Engineering Services (estimated \$2,000,000.00 annual average) Attached for your review and consideration is a resolution authorizing a Professional Services Agreement with Wade Trim Associates, Inc. (Wade Trim) for project management and civil engineering services.

The Engineering Unit is responsible for shepherding capital improvement projects all the way from planning through construction. These responsibilities include all of the details related to project scoping, budgeting, scheduling, engaging with the public and other stakeholders, communication, grant application and administration, engineering design, plan review, permitting, acquiring easements or right-of-way, assembling specifications and contract documents, reviewing construction bids, construction administration, and project closeout.

The volume of projects in the City's Capital Improvements Plan exceed the capacity of the Engineering Unit's staff, both at the present and into the near future. The proposed professional services agreement is intended to supplement the Engineering Unit's existing staff by providing an additional project manager, as well as all of the necessary engineering and support services necessary to fully plan, design, and execute a capital improvement project for the City of Ann Arbor.

In July 2017, a request for proposal for Project Management and Civil Engineering Services was issued (RFP No. 17-19), and proposals were received from six consultants on August 11, 2017. A team of staff members reviewed the proposals, interviewed three of the proposing firms, and selected Wade Trim based on their professional qualifications, past experience, work plan, and fee quotations. Wade Trim provided the required Living Wage and Non-Discrimination Compliance Forms with their proposals.

It is anticipated that it will take time for Wade Trim and their assigned project manager to get fully trained and familiar with the City's administrative processes, policies, and general philosophies. Therefore, in order to maximize the effectiveness and investment in this firm and their project manager, the agreement with Wade Trim is anticipated to extend for five years. During that time, no specific volume of work is guaranteed to Wade Trim, and the City will assign projects to them on an as-needed basis. Continuation of the contract for the full five years will depend on the availability of funding.

Because the number and types of projects assigned to Wade Trim will vary from year to year, the attached Professional Services Agreement does not indicate a specific amount for the contract, rather sets the terms and rates that the City will be charged for the services provided. For each project assigned, Wade Trim will be required to submit a proposal and budget in advance, which will become the basis of a separate service agreement (a "work statement") for each project. The attached Resolution authorizes the City Administrator to enter into these individual work statements with Wade Trim for the duration of the agreement. Staff estimates that the annual amount of work to

be assigned to Wade Trim may be approximately \$2,000,000.00 annually, on average.

Budget Impact

The services provided by this professional services agreement will be paid for within approved project budgets and annual operating budgets, if so approved by City Council.

Prepared by: Nicholas Hutchinson, P.E., City Engineer

Reviewed by: Craig Hupy, Public Services Area Administrator

Approved by: Howard S. Lazarus, City Administrator

Whereas, The City of Ann Arbor Engineering Unit provides services including design and management of capital improvement projects;

Whereas, The volume of projects in the City's Capital Improvements Plan exceed the capacity of the Engineering Unit's staff;

Whereas, The proposed professional services agreement is intended to supplement the Engineering Unit's existing staff by providing an additional project manager, as well as all of the necessary engineering and support services necessary to fully plan, design, and execute a capital improvement project for the City of Ann Arbor;

Whereas, In response to RFP No. 17-19 for Project Management and Civil Engineering Services, the City received six proposals; and selected Wade Trim based on their professional qualifications, past experience, work plan, and fee quotations;

Whereas, The services will be paid for within approved project budgets and annual operating budgets, if so approved by City Council; and

Whereas, The firms comply with the City's Living Wage and Non-Discrimination Ordinances.

RESOLVED, That the City Council approve the Professional Services Agreement with Wade Trim Associates, Inc. for Project Management and Civil Engineering Services;

RESOLVED, That the City Administrator be authorized to approve individual work statement agreements with Wade Trim Associates, Inc. for the duration of this contract;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said agreements after approval as to form by the City Attorney and approval as to substance by the City Administrator; and

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