Legislation Text

File #: 22-0792, **Version:** 1

Resolution to Authorize Professional Services Agreements with Wade Trim Associates, Inc. and Spalding DeDecker Associates, Inc. for Project Management and Civil Engineering Services (Estimated $1,500,000 Annual Total Average)
Attached for your review and consideration is a resolution authorizing Professional Services Agreements with Wade Trim Associates, Inc. (Wade Trim) and Spalding DeDecker Associates, Inc. (SDA) 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 agreements are intended to supplement the Engineering Unit's existing staff by providing additional project management support, as well as all of the engineering and support services necessary to fully plan, design, and execute capital improvement projects for the City of Ann Arbor.

On April 4, 2022, the City received proposals in response to Request for Proposal (RFP) No. 22-17 from three professional engineering firms. The RFP required each consultant to submit a statement of qualifications, work plan, fee schedule, and resumes of personnel that it proposed were qualified and available to work on City projects. A selection committee comprised of Engineering staff reviewed the proposals and determined which firms were most qualified to perform the required services. The firms were evaluated and scored on several criteria:

- Professional Qualifications (30%)
- Past Involvement with Similar Projects (25%)
- Proposed Work Plan (25%)
- Fee Proposal (20%)

After reviewing and scoring the proposals, staff ranked the responding firms in the following order:

1. Wade Trim Associates
2. Spalding DeDecker Associates
3. Barr Engineering

Based on the proposals and fee schedules submitted, the selection committee decided to award contracts to both Wade Trim and Spalding DeDecker. Utilizing two firms allows for operational flexibility, the ability spread work out amongst the two firms based on workload and staffing

availability, and provides options for taking advantage of the different skill sets of the two firms.

Because many of the projects to which these firms will be assigned are longer term projects that occur over the span of two to three years, and in order to maximize the effectiveness and investment in these firms and their project managers, these agreements are anticipated to extend for five years. During that time, no specific volume of work is guaranteed to either firm, and the City will assign projects to them on an as-needed basis. Continuation of the contract for the full five years will be subject to the availability of funding.

Because the number and types of projects assigned to these firms will vary from year to year, the attached Professional Services Agreements do not indicate specific amounts for the contracts, rather sets the terms and rates that the City will be charged for the services provided. For each project assigned to it, the firm 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 for the duration of the agreements. Staff estimates that the total annual amount of work to be assigned to these two firms to be approximately $1,500,000, on average.

Both firms are in compliance with the requirements of the City’s Non-Discrimination and Living Wage ordinances.

Budget/Fiscal Impact: The services provided through these professional services agreements 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: Brian Steglitz, Interim Public Services Area Administrator

Approved by: Milton Dohoney Jr., Interim 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 exceeds the capacity of the Engineering Unit’s staff;

Whereas, The proposed professional services agreements are intended to supplement the Engineering Unit’s existing staff by providing additional project management support, as well as all of the necessary engineering and support services necessary to fully plan, design, and execute capital improvement projects for the City of Ann Arbor;

Whereas, In response to RFP No. 22-17 for Project Management and Civil Engineering Services, the City received three proposals; and selected Wade Trim and Spalding DeDecker 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 a Professional Services Agreement with Wade Trim Associates, Inc. for Project Management and Civil Engineering Services;

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

RESOLVED, That the City Administrator be authorized to approve individual work statement agreements for the duration of these contracts;

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.