

MEETING DATE/TYPE: VOTING MEETING 6-12-18

DEPARTMENT: Public Works

AGENDA ITEM: Award of City Contract Nos. 2019-001 through 2019-038 for 38 "On-Call" Professional Services Providers.

FUNDING SOURCE: Various Funds

Approved By: Michael Lamar, City Manager

Item Summary

This item is for the award of thirty-eight (38) "On-Call" annual professional services contracts for Fiscal Years 2019 through 2024 (FY19-FY24). The contracts will be automatically renewed annually during the life of this program based on mutual agreement between the City and Consultants, successful completion of tasks and approval of future budgets. "On-Call" contracts follow the same procurement process as other Requests for Qualifications (RSOQ). Having access to an "On-Call" professional services list improves project delivery timelines and efficiencies, improves customer service, and provides cost savings to the City. Each firm is being awarded a single contract for one-year in one or more specialty service area(s) of expertise based on qualifications.

Background

Arizona Revised Statutes (ARS) 41-2581 describes the requirements for the procurement of professional services through the Request for Statement of Qualifications (RSOQ) process. Additionally, ARS 34-102 provides for municipalities to award multiple contracts from a single solicitation with a term of not more than five (5) years.

State law permits the solicitation of professional services for a period of up to five (5) years. The "On-Call" Professional Services Program is a tool available to the City to have professional services contracts with pre-qualified engineering firms available to work on unexpected or programmed projects, assist with staffing shortages, and provide services in specialty fields. When firms are pre-qualified with an "On-Call" contract in place, the City can immediately negotiate a project-specific fee and have an engineering firm working within 1-2 week(s) or sooner, depending upon the complexity. "On-Call" contracts benefit the Public Work Department and other City departments.

AGENDA ITEM: Award of City Contract Nos. 2019-001 through 2019-038 for 38 "On-Call" Professional Services Providers.

One of the most significant benefits to an "On-Call" contract list is the reduction of time to get a project started. By state statute, a request for professional services must adhere to the qualifications-based selection process. The steps are as follows:

- 1) development of a scope of work;
- 2) advertising for the qualifications related to the work; and
- 3) receiving statements of qualifications.

Once qualifications are received, a group of reviewers is formed based on their experience and/or expertise. Each reviewer looks at the proposals and ranks them according to the minimum standards requested in the scope of work and the past experience of the firm. The qualification process generally takes 2-4 months each time the City needs professional services. This process is repeated for each contract. Once the firm is pre-qualified, the scope and fee negotiations begin. When the scope and fee have been negotiated, the item is brought forward to the City Council for consideration. A large amount of staff time is spent each and every time a consultant is needed.

Using the On-Call professional services contract process, each firm has been pre-qualified and approved for individual task order contract(s) up to the On-Call contract amount. When an On-Call contract is in place, the services can be procured very rapidly, improving customer service, delivery of capital projects, reducing staff time and therefore saving the City money. It is important to note that when a firm is on the "On-Call" list or the City has entered into an "On-Call" contract, it is not a guarantee that any particular amount of work will be authorized.

In FY16, FY17, and FY18, the on-call professional services program resulted in 82 tasks/projects being assigned with significant savings of time and costs. For FY19, updated requests for statements of qualifications were solicited for the next 5-year program.

Procurement

In 2018, the Public Works Department solicited a Request for Statements of Qualifications (RSOQ) for the following areas of professional services:

- Archeological
- Computer Aided Drafting (CADD)
- Electrical Design & Supervisory Control & Data Acquisition (SCADA)
- Engineering Plan Review Services
- Environmental Engineering Services
- Foundation & Structural Design
- Geotechnical Engineering
- Hydro-Geological Engineering
- Inspection Services
- Landscape Architecture
- Public Relations
- Stormwater

AGENDA ITEM: Award of City Contract Nos. 2019-001 through 2019-038 for 38 "On-Call" Professional Services Providers.

- Street Light Design
- Subsurface Utility Investigation
- Surveying
- Traffic Engineering
- Transportation Engineering
- Wastewater Systems
- Water Production and Treatment System

The City evaluated Statements of Qualifications for various firms, and identified pre-qualified firms in each of these areas. The firms prequalified for the services noted above will be used for at least three years. Per ARS regulations, this list may be used for up to five years. The amount of each "On-Call" contract varies by firm based on the types and numbers of pre-qualified services. Approval of this motion would approve the amounts listed in Attachment 1 annually during the life of this program (three to five years).

Financial Impact

The approval of "On-Call" contract(s) is not a guarantee of an award of work or that costs will be incurred by the City. Cost associated with any of the "On-Call" contracts is included in the capital improvement project budgets approved by Council annually.

Each firm enters into an individual professional services contract. As work is requested, the scope and fee for the tasks required are negotiated.

Attachments

1. FY19 On-Call Professional Services- Contract List (Attachment 1)

Recommended Action: MOVE to award the "On-Call" Professional Services Contracts listed on Attachment 1 for FY19 through FY24.