

MEMORANDUM

TO: Park Advisory Commission

FROM: Colin Smith, Parks & Recreation Services Manager

DATE: August 19, 2014

SUBJECT: Resolution to Recommend Approval of Three Three-Year Professional Services Agreements (PSA) for Engineering Services for Parks & Recreation for a Not to Exceed Annual Amount of \$150,000.00 per PSA

Attached for your review and action is a resolution to recommend approval of Professional Services Agreements with engineering firms to provide design services for capital improvements and renovation projects within the Parks & Recreation system.

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, 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 six 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 the vehicle bridges at Bandemer and Gallup Parks, infrastructure improvements at Buhr Park and Cobblestone Farm, roof replacements at Mack and Veterans Memorial Park Ice Arena, and the recent Gallup Livery renovations.

Request for Proposal (RFP) #907 was released on July 22, 2014, and was advertised on the Michigan Inter-Governmental Trade Network as well as on the City of Ann Arbor Purchasing website. Ten firms submitted proposals. After review of qualifications and interviews, staff selected the following three firms to be qualified for the required services:

SmithGroupJJR
Stantec Consulting Michigan, Inc
Tetra Tech Inc.

The selected firms will submit a fee proposal for each project to be designed so that staff has a basis upon which to evaluate the individual projects. Individual work statements will be issued for each project awarded to the most qualified and cost-effective consultant for that project. Each of the pre-qualified consultants understand that there is no guarantee or implied promise of any nature that any Work Statements at all will be issued and that the City is under no obligation to issue or consent to any Work Statements. Staff is recommending approval of professional services agreements (PSA) with each of these three consultants for engineering services on an as-needed basis for a period of three years. Total expenditures per fiscal year per individual contract will not to exceed \$150,000.00.

RESOLUTION TO RECOMMEND APPROVAL OF THREE THREE-YEAR
PROFESSIONAL SERVICES AGREEMENTS (PSA) FOR
ENGINEERING SERVICES FOR PARKS & RECREATION FOR A NOT
TO EXCEED ANNUAL AMOUNT OF \$150,000.00 PER PSA

Whereas, The City issued a Request for Proposals, RFP #907, to identify consultants experienced in Engineering Services for parks and recreation projects;

Whereas, Ten firms submitted proposals in response to RFP #907;

Whereas, Staff has selected the following three consultants as qualified to perform the type of work identified in RFP #907:

SmithGroupJJR
Stantec Consulting Michigan, Inc
Tetra Tech, Inc.

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

Whereas, Funding is available in the approved FY2015 Parks Maintenance and Capital Improvements budget to cover the cost of these services;

Whereas, Funding for services in FY 2016 and FY 2017 will be contingent upon City Council approval of the Parks Maintenance and Capital Improvements budget; and

Whereas, The three firms currently have Human Rights approval, and have agreed to comply with the living wage ordinance as part of the qualification process;

RESOLVED, That the Park Advisory Commission recommends that City Council approve three three-year professional service agreements for engineering services for a not to exceed annual amount of \$150,000.00 per PSA.