



# REQUEST FOR CITY COUNCIL ACTION

**MEETING DATE:** June 21, 2017

**DEPARTMENT:** Finance

**DIVISION:** Purchasing

- ☒ Motion
- ☐ Resolution
- ☐ Ordinance - Introduction
- ☐ Ordinance - Adoption
- ☐ Public Hearing

**TITLE:**

Request for Qualifications (RFQ): Professional Engineering Consultant Services on a Delivery Order Basis

**SUMMARY RECOMMENDATION:**

Authorize the City Administrator to negotiate and execute a one-year contract with the option to renew for four additional one-year periods, one period at a time, depending on the appropriation of funds and satisfactory performance for Professional Engineering Consultant Services on a Delivery Order basis with the following firms:

- |                                 |                  |
|---------------------------------|------------------|
| 1. Arcadis U.S. Inc             | Phoenix, Arizona |
| 2. Ayres Associates             | Tempe, Arizona   |
| 3. Carollo Engineers, Inc.      | Phoenix, Arizona |
| 4. Core Engineering Group, PLLC | Yuma, Arizona    |
| 5. Dahl, Robins & Associates    | Yuma, Arizona    |
| 6. James Davey and Associates   | Yuma, Arizona    |
| 7. Kimley-Horn                  | Phoenix, Arizona |
| 8. Nicklaus Engineering, Inc.   | Yuma, Arizona    |
| 9. Sunrise Engineering          | Mesa, Arizona    |
| 10. Y.S. Mantri & Association   | Tempe, Arizona   |

(RFQ #2017-20000133 Engineering-Jay Simonton)

**REPORT:**

The City has been utilizing open-ended consultant contracts for various types of engineering services on a delivery order basis since 1995. These on-call contracts were used to obtain study and design services; bid assistance; construction inspection and administration and post-construction documentation and analysis; land survey; and other related professional services as necessary by the City for Capital Improvement Program (CIP) and other miscellaneous projects required by individual City departments.

An RFQ process was initiated to obtain statement of qualifications (SOQ) submittals from qualified engineering firms to perform the services under a delivery order form of contract in accordance with, and as regulated by, current State of Arizona Board of Technical Registration Code and Rules. Each project will be authorized by a delivery order specifying the scope of services required, the maximum time allowed for the services and the fee. Although the amounts will vary, the maximum value of each contract shall not exceed \$500,000.00 for a 12-month period. The City will not guarantee each delivery order will be any specific amount or that the Consultant(s) will receive a minimum number of delivery orders.

The City received SOQs from 25 firms. The evaluation committee, comprised of City staff, reviewed and rated the proposals received, based on the scoring matrix provided to each firm within the RFQ. The firms listed above consist of the ten highest-ranked firms as determined by the evaluation committee scoring. Based on the CIP potential workload projected within the next five years, staff recommends to award to the top 10 firms as those firms listed provided all the disciplines required.

However, the following eight firms are qualified and are recommended for potential awards if the City so chooses:

- |                                      |                  |
|--------------------------------------|------------------|
| 1. Consultant Engineering, Inc.      | Phoenix, Arizona |
| 2. Dibble Engineering                | Phoenix, Arizona |
| 3. Entellus                          | Phoenix, Arizona |
| 4. Michael Baker International, Inc. | Phoenix, Arizona |
| 5. Michael Wilson Kelly Architects   | Phoenix, Arizona |
| 6. Point Engineers                   | Phoenix, Arizona |
| 7. Stantec Consulting Services Inc   | Phoenix, Arizona |
| 8. Wilson Engineers, LLC             | Phoenix, Arizona |

FISCAL REQUIREMENTS	CITY FUNDS:	\$0.00	BUDGETED:	\$0.00
	STATE FUNDS:	\$0.00	AVAILABLE TO TRANSFER:	\$0.00
	FEDERAL FUNDS:	\$0.00	IN CONTINGENCY:	\$0.00
	OTHER SOURCES:	\$0.00	FUNDING FOR THIS ITEM IS FOUND IN THE FOLLOWING ACCOUNT / FUND / CIP: Various CIP Funds	
		\$0.00		
		\$0.00		
TOTAL:	\$0.00			
FISCAL IMPACT STATEMENT: Funding is available in the 2018-2019 CIP budget under various project account numbers and from various departmental operating budgets.				
ADDITIONAL INFORMATION	SUPPORTING INFORMATION NOT ATTACHED TO THE CITY COUNCIL ACTION FORM THAT IS ON FILE IN THE OFFICE OF THE CITY CLERK: 1. 2. 3. 4. 5.			
	IF CITY COUNCIL ACTION INCLUDES A CONTRACT, LEASE OR AGREEMENT, WHO WILL BE RESPONSIBLE FOR ROUTING THE DOCUMENT FOR SIGNATURE AFTER CITY COUNCIL APPROVAL?  <input checked="" type="radio"/> Department <input type="radio"/> City Clerk's Office <input type="checkbox"/> Document to be recorded			
SIGNATURES	CITY ADMINISTRATOR:			DATE:
	Gregory K. Wilkinson			6/13/2017
	REVIEWED BY CITY ATTORNEY:			DATE:
	Richard W. Files			6/13/2017
	RECOMMENDED BY (DEPT/DIV HEAD):			DATE:
Pat Wicks			6/5/2017	
WRITTEN/SUBMITTED BY:			DATE:	
Robin R. Wilson			5/25/2017	