

STAFF REPORT

City of Lancaster

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07/08/08
MVB

Date: July 8, 2008

To: Mayor Parris and City Council Members

From: James R. Williams, Director of Public Works

Subject: **Approve Multi-Year Professional Service Agreements**

Recommendation:

Approve Multi-Year Professional Service Agreements with each of the pre-qualified consulting firms on the attached list. Authorize the Director of Public Works, or his designee, to sign all Task Orders up to \$125,000, and the City Manager, or his designee, to sign all Task Orders in excess of \$125,000, for a total of no more than \$2,000,000 per firm, per fiscal year.

Fiscal Impact:

Varies by project; Source of Funding: Capital Improvement Program and Operating Budget.

Background:

The Public Works Department solicited proposals, through a Multi-Year Professional Services Request for Proposals (RFP), from professional consulting firms to provide services to support the Department's Capital Projects Design workload. The RFP included eight (8) major service categories for which professional service firms were being sought. Firms that provide services in one or more of the major service categories were encouraged to submit a Statement of Qualifications for each category for which they have experience, the necessary qualifications, and the workforce capacity to perform the work. The RFP was listed on the City Website, and the City's online bidding service Onvia Demandstar.

The proposals were submitted on April 30, 2008, with fee schedules provided in sealed envelopes. Thirty-two (32) proposals were received. For each category, a selection committee consisting of three (3) or more members reviewed and assessed the submittals. Based on the total evaluation scores received, a short-list was created of not less than three (3) firms per service category. The short-listed firms were then invited to participate in the interview/presentation phase of the selection process. A sample project for each service category was given to each firm on which to base their presentations. Once the firms were interviewed within their respective service categories, presentation evaluation scores from all selection committee members were combined to determine the ranking of the short-listed firms.

The firms on the attached list are recommended to be pre-qualified service providers until July 1, 2010. The Multi-Year Agreement will permit City Staff to issue Task Orders for individual design projects according to rates established in the basic agreement. This process will expedite the completion of Council approved capital projects.

RVR:kw

Attachments:

List of Pre-Qualified Firms
Agreement