



**TITLE:** Consider/Discuss/Act on a Resolution Approving Qualified Firms to Provide Professional Engineering Services for the Design of Major Utility Improvements

**MEETING DATE:** February 5, 2013

**DEPARTMENT:** Development Services / Engineering  
Purchasing

**CONTACT:** Paul Tucker, P.E., Senior Utility Engineer  
Erin Boddie, CPPB, Contracts Administrator

**RECOMMENDED CITY COUNCIL ACTION:**

- Approval of Resolution.

**ITEM SUMMARY:**

- This Resolution approves a list of qualified firms to provide professional engineering services for the design of major utility improvements.

**BACKGROUND INFORMATION:**

- The City of McKinney utilizes consultants to provide professional engineering services for the design of major utility improvements.
- These services typically include engineering design services for ground storage tanks, elevated storage tanks, pump station improvements and lift station improvements.
- Topographical and property survey, right-of-way and easement exhibits, environmental documentation, engineering plans and specifications, limited construction administration, and other related services may be included within the scope of individual projects.
- The City of McKinney issued a request for qualifications (RFQ 13-10) for professional engineering services for the design of major utility improvements in November 2012.
- Ten (10) professional engineering firms submitted statements of qualification in response to the RFQ.
- A committee of three staff members from the Engineering Department reviewed and ranked the statements of qualifications based on the following criteria:
  - Project Understanding & Approach

- Similar Experience
- Client Satisfaction
- Service Quality
- Submittal Quality
- Of the 10 firms that submitted statements of qualification, the following four firms were determined to be the most qualified by the review committee
  - Birkhoff, Hendricks & Carter, LLC
  - Brown & Gay Engineers, Inc.
  - Freese and Nichols, Inc.
  - Kimley-Horn and Associates, Inc.
- When professional engineering services are required for a specific project, staff members from the Engineering Department will interview one or more firms from this list to determine the most qualified firm for that specific project.
- A fee proposal will be negotiated with the most qualified firm in accordance with the professional services procedures provided by the approved City of McKinney Purchasing Policy.
- The firms listed herein will remain pre-qualified for the design of major utility improvements for a period of two years.

**FINANCIAL SUMMARY:**

- Funding for individual contracts will be allocated through the City's operating budget or the Capital Improvement Program budget.
- Contracts for the design of major utility improvements will be prepared and executed in accordance with the City of McKinney Purchasing Policy.
- Contracts in excess of \$50,000 will be authorized by City Council.

**BOARD OR COMMISSION RECOMMENDATION:**

- N/A