



TITLE: Consider/Discuss/Act on a Resolution Approving Qualified Firms to Provide Miscellaneous Drainage and Floodplain Management Services and Authorizing the City Manager to Execute Agreements for Professional Services

MEETING DATE: December 4, 2012

DEPARTMENT: Development Services/Engineering
Purchasing

CONTACT: Kyle Odom, CFM, RS, Engineering Environmental Manager
Erin Boddie, CPPB, Contracts Administrator

RECOMMENDED CITY COUNCIL ACTION:

- Approval of Resolution.

ITEM SUMMARY:

- This Resolution approves qualified firms to provide miscellaneous drainage and floodplain management services and authorizes the City Manager to enter into contracts with these firms within the guidelines of City of McKinney Purchasing Policy.

BACKGROUND INFORMATION:

- The City of McKinney utilizes on-call professional services contracts to complete miscellaneous tasks.
- The Engineering Department may require an engineer to perform tasks such as reviewing drainage and floodplain studies related to new developments, reviewing stream bank stabilization plans, and performing other miscellaneous tasks related to the City's Healthy Creeks and Lakes Program.
- The City of McKinney issued a request for qualifications (RFQ 13-03) for miscellaneous drainage and floodplain management services in September 2012.
- Seventeen engineering firms submitted their qualification information 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:
 - Client satisfaction
 - Previous work experience

- Service quality
 - Project approach
- Of the 17 firms that submitted statements of qualification, the following five firms were determined to be the most qualified in the selection pool:
 - Brown & Gay
 - Freese & Nichols
 - Halff Associates, Inc.
 - Kimley-Horn & Associates, Inc.
 - Teague, Nall & Perkins
- When drainage and floodplain management services are required, a fee proposal will be solicited from one of these firms in accordance with the Purchasing Policy approved in September 2012.
- The firms will remain pre-qualified for professional services contracts for 2 years.

FINANCIAL SUMMARY:

- The individual contracts will be funded through the approved City budget.
- The contracts will be prepared and executed in accordance with the Purchasing Policy.

BOARD OR COMMISSION RECOMMENDATION:

- N/A