



TITLE: Consider/Discuss/Act on a Resolution Approving Qualified Firms to Provide Professional Engineering Services for the Design of Minor 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 minor utility improvements.

BACKGROUND INFORMATION:

- The City of McKinney utilizes consultants to provide professional engineering services for the design of minor utility improvements.
- These services typically include engineering design services for aerial wastewater crossing replacements, water and/or sanitary sewer lines to address maintenance and/or capacity needs.
- 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 13-11) for professional engineering services for the design of minor utility improvements in November 2012.
- Twenty three (23) 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 23 firms that submitted statements of qualification, the following seven firms were determined to be the most qualified by the review committee:
 - Birkhoff, Hendricks & Carter, LLC
 - Brown & Gay Engineers, Inc.
 - Freese and Nichols, Inc.
 - Grantham & Associates, Inc.
 - Nathan D. Maier Consulting Engineers, Inc.
 - RJN Group
 - Teague Nall and Perkins, 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 minor 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 minor 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