



**TMP23-0630**

**TITLE:** Consider/Discuss/Act on a Resolution Awarding a Professional Services Contract to Hicks & Company, Environmental/Archeological Consulting for a Historic Resources Survey Update

**COUNCIL GOAL:** Enhance the Quality of Life in McKinney

**MEETING DATE:** June 6, 2023

**DEPARTMENT:** Planning

**CONTACT:** Paula Nasta, AIA, Planning Manager  
Cassie Bumgarner, Planner, Historic Preservation  
Lisa Littrell, Procurement Services Manager

**RECOMMENDED CITY COUNCIL ACTION:**

- Approval of Resolution

**ITEM SUMMARY:**

- This Resolution authorizes award of a contract with Hicks & Company, Environmental/Archeological Consulting to conduct a historic resources survey for the Historically Significant Area of McKinney and provide detailed documentation of the survey.

**BACKGROUND INFORMATION:**

- In August of 2022, staff presented an informational update to City Council on the current historic preservation programs in McKinney.
- At that time, Council expressed interest in opportunities to improve and/or expand the scope of historic preservation in the city.
- In December of 2022, staff presented information on potential opportunities, which included the possibility of a new historic resources survey
- Staff received direction from Council to move forward with several opportunities, including pursuing a new historic resources survey.
- The City issued a request for qualifications, 23-20RFQ, to solicit statements of

qualifications from experienced consultant teams who can demonstrate they have the resources, experience, and qualifications to complete a comprehensive historic resources survey for a portion of the city.

- Advertised in the McKinney Courier-Gazette
  - Posted on McKinney TV
  - 911 matching eBid Supplier Notifications, including 70 Historically Underutilized Business (HUB) suppliers
- Out of 911 supplier notifications, three (3) responses were received on March 23, 2023.
- An evaluation committee comprised of staff from the Planning Department and McKinney Performing Arts Center, reviewed and ranked the responses based on the following criteria:
  - 40 points past experience of firm and team members on comparable projects;
  - 30 points qualifications of firm and project team members;
  - 20 points project approach;
  - 5 points references;
  - 5 points submittal completeness and conformance;
  - 25 points Interview
- Based on the results of the evaluated responses, the evaluation team interviewed two finalists.
- Of the two finalists, Hicks & Company was scored by the committee as the highest-rated respondent.
- The contract amount for the full scope of services outlined in the proposal is \$184,997.85.

**FINANCIAL SUMMARY:**

- Funding for this project is currently budgeted in 001-1241-413-8516.

**BOARD OR COMMISSION RECOMMENDATION:**

- N/A

**SUPPORTING MATERIALS:**

[Resolution](#)