



Staff Report

TO: City Council
FROM: Jeff Hart, Public Works Director
DATE May 16, 2023
SUBJECT: Award a Professional Services Agreement to Transtech Engineers, Inc. for On-Call Capital Improvement Program Project Management Services

Description On-Call Capital Improvement Program Project Management Services in an amount not to exceed \$500,000.

Strategic Plan Objectives:

Priority Level 1, Target 2, Goals 1-5;
Priority Level 2, Target 2, Goals 6-8;
Priority Level 3, Target 2, Goal 9;
Priority Level 3, Target 5, Goal 6

Background and Analysis:

The City's Capital Improvement Program (CIP) is a vital part to ensuring the needs of the community are met and allow for sustainable growth, as well as implementing the goals and priorities of the City's Strategic Plan adopted March 21, 2023. To assist the City in meeting these needs, staff prepared a Request for Proposal (RFP) for on-call CIP project management services (Attachment A). Highlights of the requested scope entailed the following:

- Overall Program Management
- Programming and Project Controls
- Project Development and Management
- On-Call Services
- Construction Management

The RFP was advertised on March 23, 2023, and six (6) proposals were received on April 20, 2023. Each firm was evaluated by a two-person panel based on the following criteria:

- Understanding of Scope of Services (30%)
- Project Manager Qualifications (20%)
- Firm Qualifications (30%)

- Firm Resources (20%)

Based on evaluation and scoring, interviews were conducted on May 11, 2023, with the top three candidates. The top candidates and staff's recommendation were then presented to the RFP sub-committee on May 11, 2023, who concurred with staff's recommendation. Staff is recommending Transtech to provide on-call CIP Project Management services for the City.

Transtech demonstrated the most efficient approach, responsiveness, and ability to provide quality program management services to the City. Staff stressed the importance of facilitating the City's currently funded CIP of \$255M, 5-year CIP totaling \$246M, and the priorities identified in the City's Strategic Plan. To facilitate delivering the City's objectives, staff recommends Transtech to meet the current, pending, and future project needs.

Fiscal Impact:

The estimated cost to prepare this staff report is \$350.

The on-call contract will be "as-needed" for a not to exceed amount of \$500,000. Fees for services will be paid in accordance with the fee schedule in Attachment A; and in accordance with estimates provided and accepted prior to services. Fees will be paid from the General Fund Administration Department contractual services budget 100-1200-7068-0000.

The funds are not currently in the budget; however, a budget item will be brought forward this evening to adjust the budget to provide spending authority for this item.

Recommended Action:

Award a professional services agreement to Transtech Engineers, Inc for on-call CIP program management services in an amount not to exceed \$500,000.

Attachments:

- A. Professional Services Agreement Transtech Engineers, Inc