



Legislation Text

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DATE: October 29, 2019

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Brock, Assistant City Administrator / CFO
Lisa Clayton, Parks Director
Brian Wilcox, Purchasing Manager

SUBJECT:

Consideration of Resolution No. 2019-112, A Resolution to Authorize Staff To Enter Into Contract Negotiations With Selected Consulting Firms For Professional Design And Consulting Services For Parks Projects For The Parks Department. (Purchasing Office Procurement Solicitation No. 2020-008) (WS 11/12/19)

Purpose

The purpose of Resolution No. 2019-112 is to establish a list of design and consulting service providers for parks projects for the Parks Department over the course of the next five (5) years.

Background

The City published on August 22, 2019 a Notice to Service Providers in the *Williamson Herald* for parks design and consulting services. In addition, solicitation documents were sent on or about the same date directly to 34 potential respondents known or thought to be interested in this solicitation. The request for qualifications listed the following categories of anticipated work:

- General Planning/Design/Engineering
- Architecture
- Landscape Architecture
- Historic Preservation/Restoration

Submittals from sixteen (16) service providers were publicly opened at the submittal opening held on September 26, 2019. A tabulation of the submittals received for this solicitation is attached.

Using evaluation criteria included in the request for qualifications, the submittal evaluation team, consisting of Parks Department staff plus the Assistant City Administrator for Public Works, recommends the City consider all sixteen firms as qualified to render services for the category or categories of work for which the firms expressed interest. The evaluation criteria included in the request for qualifications consisted of (a) experience and qualifications; (b) understanding and approach; (c) unique strengths of the respondent and (d) references.

Over the course of the five-year term of eligibility, as projects are selected, the Parks Department anticipates negotiating with one or more of the qualified firms to develop, on a project-by-project basis, a scope of work, fee for service and budget. For each project, the Parks Department anticipates the City developing a professional services agreement, for consideration by the Board of Mayor and Aldermen, with each firm selected.

The Parks Department chose to have the City solicit statements of qualifications in order to engage a wide variety of consultants for the large number of projects anticipated to come through the Parks Department in the next five years. The categories of anticipated work, listed above, were chosen to cover all areas of design and consultation which will be needed for the upcoming projects. It was important to the Parks Department to include each of the categories as many projects will require expertise in more than one area. The Department recommends the City consider all sixteen (16) respondents as eligible consultants for any Parks related CIP projects or for internal department projects.

Financial Impact

Compensation of individual project assignments will vary depending upon the scope of services required. Funding will come from the individual projects for which the services are provided.

Options

In accordance with the solicitation documents, the City reserves the right to reject any and all submittals.

Recommendation

Staff recommends that the Board of Mayor and Aldermen approve Resolution No. 2019-112, a resolution to authorize staff to enter into contract negotiations with selected consulting firms for professional design and consulting services for parks projects for the Parks Department. The City's Purchasing Manager believes the prepared solicitation documents as distributed allowed for competition among multiple service providers, and that the staff recommendation appears to be made in a fair and impartial manner based upon the submittals received.