As-Needed Engineering Services Program Update

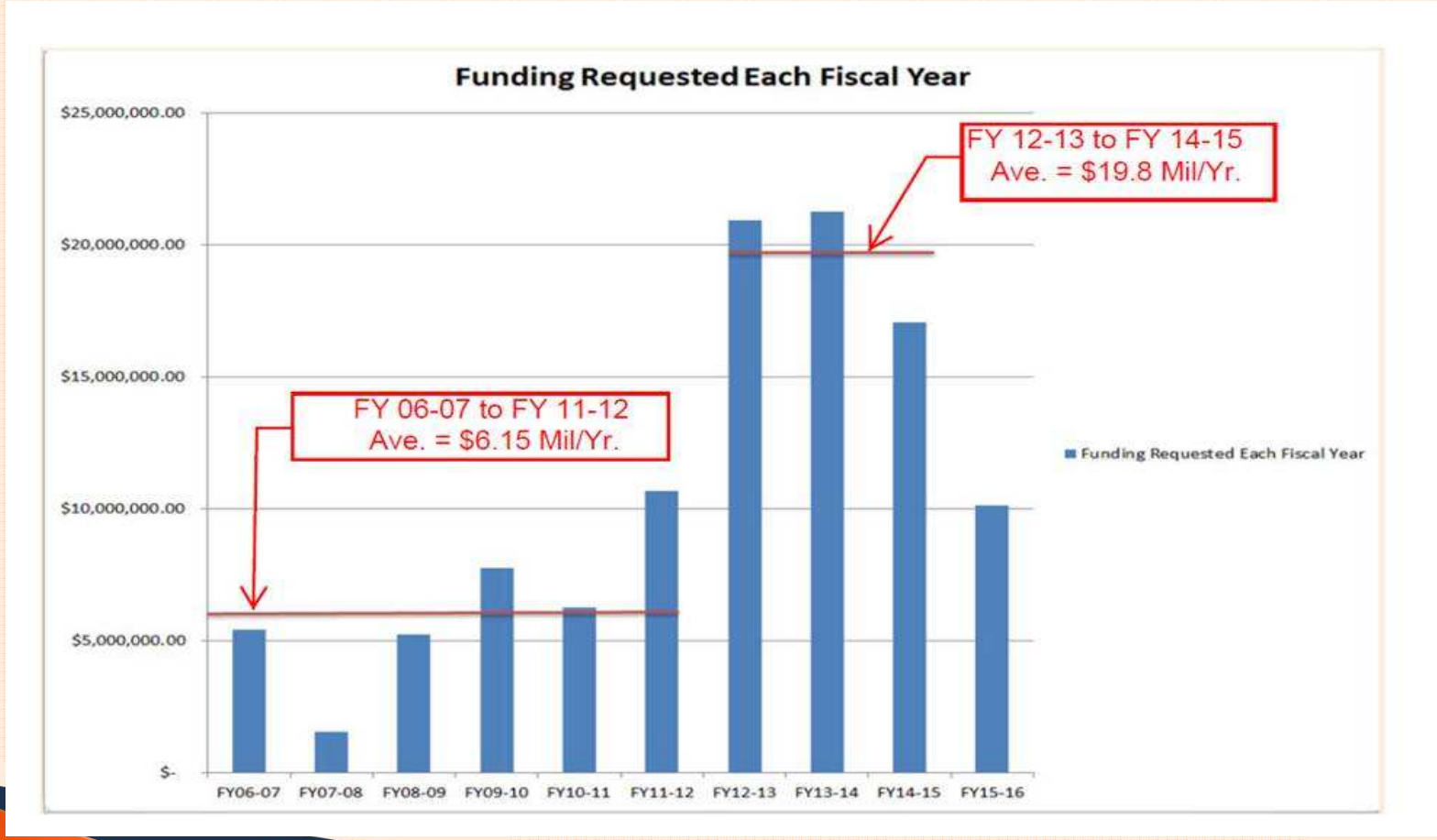
May 3, 2016

Presentation Overview

- Background
- Past Practice
- Compare Consultant Procurement
  - Project-Specific
  - As-Needed
- Provide Status of Engineering Contracts

10 Year CIP History

- Challenge: Increase Delivery of Capital Improvement Projects



Past Practice

- Staff of 7 primarily responsible for design & construction of CIP projects
  - City Engineer, Principal Civil Engineer, 2 - Senior Civil Engineers, Engineering Technician, Construction Inspector, and Office Manager
- Design and inspect projects in-house and supplement with project-specific consultants
- Model was acceptable for $6M per year CIP, but not sustainable for current workload

Need and Goal

- Need to do less in-house projects and shift to “Project Management”
  - More projects per engineer
- Need to streamline the procurement of professional services
- Goal to deliver more CIP projects

*Recommended solution was to procure multiple as-needed engineering contracts

"RFP" versus "Bid"

RFP

- Brooks Act of 1972
  - Select Architectural and Engineering consultants based on competency/qualifications/experience and not price
- Price is still an important consideration

Bid

- Per Public Contract Code, construction projects over $5,000 must be bid
- Award to the "lowest responsible bidder"

As-Needed Engineering Contracts

- In early 2015, issued RFP's for As-Needed Engineering Services
  - Received a combined 45 proposals for all 3 categories
- In May & June 2015, City Council approved the following As-Needed Engineering contracts:
  - 3 for General Civil Engineering Design at $300,000 each
  - 3 for Utility Engineering Design at $250,000 each
  - 3 for Construction Management & Inspection at $400,000 each
  - All for a three-year term
- At same meetings, City Council directed staff to:
  - Obtain City Council approval for task orders over $100,000
  - Obtain City Council approval at mid-point of contract to use remainder of contract

Procurement System Comparison

- Current Process & Timeline: (12-16 weeks)
  - Preparation of Scope of Work / RFP 2 weeks
  - RFP Advertisement 3-4 weeks
  - RFP Evaluation / Interviews 3 weeks
  - RFP Negotiation / Finalize Agreement 1-2 weeks
  - Preparation of Staff Report / Council Award 3-5 weeks

- Task Order Process & Timeline: (7- 9 weeks)
  - Project-specific scope-of-work 2 weeks
  - Prepare fee proposal for Task Order 2-3 weeks
    - Submitted by one or more of firms
  - Task Order Evaluation 2 weeks
  - Negotiate / Finalize Task Order 1-2 weeks

Status of As-Needed Engineering Contracts

- **Design (3 Contracts)**:
  - 14 task orders issued in total amount of $450,364
  - Average task order = $32,168
- **Utility Design (3 Contracts)**:
  - 3 task orders issued in total amount of $198,100
  - Average task order = $66,033
- **Construction Management & Inspection (3 Contracts)**:
  - 10 task orders issued in total amount of $859,230
  - Average task order = $85,923.

Status of As-Needed Engineering Contracts

- **SUMMARY:**
  - 27 task orders have been issued to date at cumulative amount of $1,507,694
  - Total approved budget for affected projects is approximately $11.3 million
  - Approved Task Orders are approximately 11.9% of total budgets funds for affected projects

Accountability & Oversight

- **Task Order Proposals**
  - Seek multiple task orders per category of work
  - Proposed fees carefully reviewed by Project Engineer & City Engineer
  - Fees over $100,000 are carefully reviewed by Director of Public Works, then to City Council for approval
- **Performance Standards**
  - Future task orders dependent on past performance

Thank You!