

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: January 10, 2013

SUBJECT: Professional Services (Design) Agreement, for Loos Drive Widening Project Phase II, from Hoffman Road to Navajo Dr., CIP # S339.2 (CDBG)

SUBMITTING DEPARTMENT: Town Management

PREPARED BY: Ryan Judy, Deputy Town Manager
Kimberly J. Moon, P.E., Capital Projects Coordinator

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a.) Agreement for Professional Services, including Exhibit A, b) Map

SUMMARY BACKGROUND: The approved Budget for Fiscal Year 2012-13 includes the Loos Drive Widening Project Phase II from Hoffman Road to Navajo Dr, CIP # S339.2. The project consists of widening the street section pavement and improvements along the north side of Loos Drive, including a 5' wide sidewalk, curb & gutter, and appropriate underground stormwater drainage infrastructure. Funding for this phase of Loos Drive is provided by a Community Development Block Grant (CDBG) in the amount of \$485,858.



As required by federal regulations, the Town held a competitive selection process for professional engineering services. On Monday, December 10, 2013, the Town received three (3) Statements of Qualifications (SoQs) from engineering firms. A Selection Committee reviewed and evaluated the SoQs. Interviews were not included in this selection process. The top ranked firm is Shephard Wesnitzer, Inc. This action is for consideration of approval of an Agreement for Professional Services with the Shephard Wesnitzer, Inc. Professional Services for this Agreement include Design Services, Bidding Phase Services, Construction Administration and Oversight Services, and Close-Out Services. This agreement is in the amount of up to \$63,280.00.

OPTION ANALYSIS: The Council may vote to:

- 1.) Approve the Agreement for Professional Services with Shephard Wesnitzer, Inc., **OR**
- 2.) Reject the Agreement, **AND/OR**
- 3.) Direct staff to pursue other options

ACTION OPTION: Motion to approve the Agreement for Professional Services with Shephard Wesnitzer, Inc. for engineering design and construction administration services in an amount of \$63,280.00 for the Loos Drive Widening Project Phase II (CIP #S339.2), **OR** motion to reject the Agreement. **VOTE.**

RECOMMENDATION: Town staff recommends approval of the Agreement.

FISCAL ANALYSIS: The budget for the current fiscal year is shown in the table below:

Loos Drive Widening, Hoffman Road to Navajo Dr, CIP # S339.2		
HTE Code(s): 240-5510-700.73-20 Finance Proj. # GS1301		
FISCAL YEAR 2012/2013	Approved Budget:	\$485,858.00
	Expended & Encumbered:	\$0.00
	Prof. Serv. Agreement:	<u><u>-\$63,280.00</u></u> < (this action)
	Balance:	\$422,578.00
FISCAL YEAR 2012/2013		

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____