

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

Date: June 26, 2014

SUBJECT: Professional Services (Design) Agreement, for Loos Drive Improvement Project, from Hoffman Road to Katie Circle East, CIP # S339.4 (CDBG)

SUBMITTING DEPARTMENT: Town Management

PREPARED BY: Ryan Judy, Deputy Town Manager, and
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

SUMMARY BACKGROUND: The approved Budget for Fiscal Year 2014/2015 includes the Loos Drive Improvement Project, from Hoffman Road to Katie Circle East, CIP # S339.4. The project consists of 1,100 feet of street improvements and will include widening Loos Drive, from Hoffman Road to Katie Circle East, the construction of pedestrian sidewalk, curb and gutter, and drainage infrastructure. The project will also include constructing a multi-use path on the east side of Mountain View Elementary School. Funding for this phase of widening of Loos Drive is provided by a Community Development Block Grant (CDBG) in the amount of \$300,000.

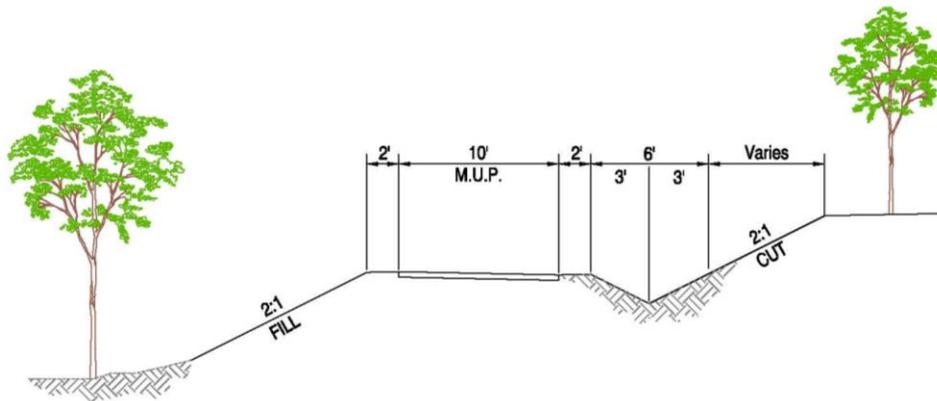


Illustration 1. Multi-Use Path

As required by federal regulations, the Town held a competitive selection process for professional engineering services. On Monday, June 9, 2014, 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 Civiltec Engineering, Inc. This action is for consideration of approval of an Agreement for Professional Services with Civiltec Engineering, Inc. Professional Services for this Agreement include Design Services, Bidding Phase Services, Construction Administration, Survey, and Oversight Services, and Close-Out Services. This agreement is in the amount of up to \$38,900.

OPTION ANALYSIS: The Council may vote to:

- 1.) Approve the Agreement for Professional Services with Civiltec Engineering, 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 Civiltec Engineering, Inc. for engineering design and construction administration services in an amount of \$38,900.00 for the Loos Drive Improvement Project (CIP #S339.4), **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:

Table 1

Loos Drive Widening, Robert Road to MVP Entrance, CIP # S339		
HTE Code(s): 240-5510-700.73-40 Finance Proj. # TBD		
FISCAL YEAR 2014/2015	Approved Budget:	\$300,000.00
	Expended & Encumbered:	\$0.00
	Prof. Serv. Agreement:	-\$38,900.00 < (this action)
	Balance:	\$261,100.00
FISCAL YEAR 2014/2015		

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____