

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: July 9, 2015**

**SUBJECT:** Professional Services (Design) Agreement for Windsong Drive and Pedestrian Improvements Project, CIP # S371 (CDBG)

**SUBMITTING DEPARTMENT:** Public Works & Executive Management

**PREPARED BY:** Kimberly J. Moon, P.E., Capital Projects Coordinator

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

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**ATTACHMENTS:** a.) Agreement for Professional Services, with Exhibit "A" Scope

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**SUMMARY BACKGROUND:** The approved Budget for Fiscal Year 2015/2016 includes the Windsong Drive Pedestrian Improvements Project, CIP # S371. The project consists of approximately 1,300 feet of improvements and will include a pedestrian sidewalk, widening Windsong Drive, curb and gutter, and drainage infrastructure. Funding is provided by a Community Development Block Grant (CDBG) in the amount of \$300,000 and the Town is providing a match of \$108,750 from streets funds.

As required by federal regulations, the Town held a competitive selection process for professional engineering services. On Monday, December 10, 2015, the Town received a total of six (6) 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 three ranking of the proposals is as follows:

1. Dava & Associates, Inc.
2. Civiltec Engineering, Inc.
3. Shepard Wesnitzer, Inc. (tied 3<sup>rd</sup>)
3. Lyon Engineering & Surveying (tied 3<sup>rd</sup>)

The top ranked firm is Dava & Associates, Inc. Town staff has successfully negotiated the terms of the Agreement with Dava & Associates, as attached. 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 \$38,900.

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**OPTION ANALYSIS:** The Council may vote to:

- 1.) approve the Agreement for Professional Services, **OR**
- 2.) reject the Agreement, **AND/OR**
- 3.) direct staff to pursue other options.

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**ACTION OPTION:** Motion to approve the Agreement for Professional Services with Dava & Associates for engineering design and construction administration services in an amount of up to \$38,900 for the Windsong Drive Pedestrian Improvements, CIP # S371 (CDBG), **OR** Motion not to approve this Agreement. **VOTE.**

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**RECOMMENDATION:** Town staff recommends approval of this Agreement for Professional Services with Dava & Associates.

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

Table 1

Windsong Drive Pedestrian Improvements Project (CDBG + match), CIP # S371		
HTE Code(s): 240-5510-700-7320		Finance Proj. # GS1501
FISCAL YEAR 2015/2016	Approved Budget (CDBG):	\$300,000.00
	Approved Budget (Match):	\$108,750.00
	Expended & Encumbered:	\$0.00
	Design Agreement:	<u><u>-\$38,900.00</u></u> < (this action)
	Balance:	\$369,850.00
FISCAL YEAR 2015/2016		

**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

**COUNCIL ACTION:**

Approved    Denied    Tabled/Deferred    Assigned to \_\_\_\_\_