

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

Date: October 27, 2016

SUBJECT: Professional Services (Design) Agreement for Lake Valley Road Improvement Project, CIP # E385 (CDBG)

SUBMITTING DEPARTMENT: Executive Management

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

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

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

SUMMARY BACKGROUND: The approved budget for Fiscal Year 2016/2017 includes the Lake Valley Road Improvement Project, CIP # E385. The project consists of approximately 1,700 feet of improvements and will include widening southbound Lake Valley Rd to two lanes and installation of curb and gutter, street lights and drainage infrastructure. Funding is provided by a Community Development Block Grant (CDBG) in the amount of \$300,000 with an additional \$350,000 coming from streets development impact fees for a total project budget of \$650,000.

As required by federal regulations, the Town held a competitive selection process for professional engineering services. On Monday, October 10, 2016, the Town received a total of five (5) 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. Lyon Engineering & Surveying
3. Kimley Horn

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 \$61,810.

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.

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 \$61,810 for the Lake Valley Road Improvement Project, CIP # E385 (CDBG), **OR** Motion not to approve this Agreement. **VOTE.**

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 table below:

Lake Valley Road Improvements Project (CDBG + Streets DIF), CIP # E385		
HTE Code(s): 240-5510-700-7320, 220-6510-700-7340		Finance Proj. # GS1701
FISCAL YEAR 2016/2017	Approved Budget (CDBG):	\$300,000.00
	Approved Budget (DIF):	\$350,000.00
	Expended & Encumbered:	\$0.00
	Design Agreement:	<u>-\$61,810.00</u> < (this action)
	Balance:	\$588,190.00
FISCAL YEAR 2016/2017		

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____