

TOWN OF PRESCOTT VALLEY REQUEST FOR COUNCIL ACTION

Date: February 23, 2012

SUBJECT: Professional Services (Design) Agreement, for Loos Drive Widening Project, from Robert Road to Mountain Valley Park Entrance, CIP # S339 (CDBG)

SUBMITTING DEPARTMENT: Town Management

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

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 2011/2012 includes the Loos Drive Widening Project, from Robert Road to Mountain Valley Park Entrance, CIP # S339. The project consists of widening the street section pavement and improvements along the south side of Loos Drive, including appropriate underground stormwater drainage infrastructure. Funding for this phase of widening of Loos Drive is provided by a Community Development Block Grant (CDBG) in the amount of \$300,000.



As required by federal regulations, the Town held a competitive selection process for professional engineering services. On Monday, February 6, 2012, the Town received four (4) 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 Final Design Services, Bidding Phase Services, Construction Administration and Oversight Services, and Close-Out Services. This agreement is in the amount of up to \$42,305.00.

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 \$42,305.00 for the Loos Drive Widening Project (CIP #S339), **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): 202-5510-700.73-40 Finance Proj. # CS1201		
FISCAL YEAR 2011/2012	Approved Budget: \$300,000.00	FISCAL YEAR 2011/2012
	Expended & Encumbered: \$0.00	
	Prof. Serv. Agreement: <u>-\$42,305.00</u> < (this action)	
	Balance: \$257,695.00	

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____