



## Parks & Recreation

**To:** Mayor and City Council Members  
Doug Faseler, City Manager

**From:** Jack Jones, Director of Parks and Recreation

**Through:** Rick Cortes, Assistant City Manager

**Date:** February 2, 2016

**Subject:** **A Resolution of the City Council of the City of Seguin, Texas approving the selection of TRC Engineers, Inc. for design, engineering, and construction administration services related to the North Vaughan/San Antonio Avenues and Park West Sidewalk Project; directing staff to negotiate a professional engineering services contract; and declaring an effective date.**

On August 19, 2014, the City Council authorized City staff, through an approved Resolution, to submit for potential Alamo Area Metropolitan Planning Organization (AAMPO) matching funding for a sidewalk project along North Vaughan Avenue, San Antonio Avenue, and along and within Park West. The AAMPO Policy Board awarded the City matching funding, through the Texas Department of Transportation (TxDOT), for the sidewalk project.

As approved in the 2015/2016 fiscal year budget, the City is issuing \$652,378 in Certificates of Obligation bonds and using \$125,000 from the 2013 Parks Bonds for the City's share of the sidewalk project for a total of \$777,378 in City funding for the project. This approved funding will cover the City match for construction costs and design, engineering, and construction administration costs (design, engineering, and construction administration costs are not eligible for Federal Participation). On October 20, 2015, the City Council approved an Advance Funding Agreement (AFA) for the sidewalk project with TxDOT. Based on the estimated construction cost of \$1,206,888 submitted to the AAMPO, the overall construction cost-sharing between all the parties is as follows according to the approved AFA:

- Federal Participation: \$965,510
- State Participation: \$69,275
- Local Participation (City): \$313,525 (construction only)

On December 4, 2015, the City began the formal professional services procurement process by issuing a Request for Qualifications (RFQ) document to select an engineering/design firm for the project. Written proposals were due on January 5, 2016. The following five firms submitted their proposals for consideration by the deadline:

- Slay Engineering Company, Inc.
- Doucet & Associates, Inc.
- KFW Engineers & Surveying, Inc.
- TRC Engineers, Inc.
- Freese & Nichols, Inc.

All proposals submitted in response to the published RFQ were evaluated based on the following criteria:

- General Quality and Adequacy of Response - 15%
  - Completeness and thoroughness
  - Understanding of the project
  - Responsiveness to terms and conditions
- Organization, Personnel, and Experience - 45%
  - Qualifications of personnel
  - Experience of personnel
  - Experience of firm
- Familiarity with sidewalk construction design and construction, including pedestrian bridge elements - 40%
  - Technical Approach - Quality of Package Provided
  - Approach to problem analysis
  - Clarity and organization in concept development
  - Quality and Quantity of Services to be Rendered
  - Proposed schedule

The initial rankings and interviews were conducted by the Director of Parks and Recreation Jack Jones, Assistant Director of Parks and Recreation Crystal Miranda, Utility Engineer David Rabago, and Purchasing Manager Twila Wood. After the initial rankings were completed, City staff interviewed the top two scoring firms. Each firm was allowed up to 15 minutes to discuss/present their qualifications, etc. and up to 45 minutes for the interview panel ask various questions. The following two firms were interviewed on the dates noted below as their initial rankings were significantly higher than the other three firm that submitted proposals:

- TRC Engineers, Inc. (January 25)
- Freese & Nichols, Inc. (January 25)

The firms interviewed, including their key team member assembled for the project, were excellent. Based upon the qualifications received and the interviews conducted, City staff recommends the selection of TRC Engineers, Inc. to provide design, engineering, and construction administration services for the project.

Once the project is engineered and designed, the necessary project documents are compiled, and appropriate permits are secured and approved by TxDOT, the project will be advertised for construction. After bids are received and a construction contract awarded, the City will be responsible for any construction costs above the Federal Participation amount stated in the AFA. Similar to the Tor Drive Project, the City will oversee all construction management of the project.

Staff recommends approval of a Resolution of the City Council of the City of Seguin, Texas approving the selection of TRC Engineers, Inc. for design, engineering, and construction administration services related to the North Vaughan/San Antonio Avenues and Park West Sidewalk Project; directing staff to negotiate a professional engineering services contract; and declaring an effective date.