

MEMORANDUM

To: Mayor and City Council Members
Steve Parker, City Manager

From: Mary Hamann, P.E., Assistant City Engineer

Through: Rick Cortes, Assistant City Manager

Subject: Indefinite Delivery / Indefinite Quantity Professional Services Selections

Date: March 7, 2023

In September 2022, the City of Seguin advertised a request for qualifications (RFQ) for indefinite delivery / indefinite quantity (IDIQ) professional services for tasks under the following categories, which will be used on an as-needed basis:

- Roadway Schematic Planning and Design;
- Bridge Planning, Design, and Inspections;
- Structural Engineering, Analysis, and Design;
- Water and Wastewater Utility Engineering, Analysis, and Design;
- General Civil Engineering;
- Traffic Engineering;
- Transportation Planning;
- Civil Project Construction Management & Inspection;
- Geotechnical Engineering and Material Testing Services; and
- Stormwater Engineering.

The RFQ was opened in November 2022, and total of 44 responses were received under the various categories.

After evaluation, staff has pre-qualified 28 firms allowing greater coverage and opportunity of contracting for professional services for the categories listed above. Staff will have the ability to evaluate each pre-qualified firm to determine the best fit and capability for the particular project needs.

This is a continuous recruitment solicitation which allows the City to periodically re-open solicitations as the City finds need for additional firms and/or services. Added contracts will be brought forward for City Council award as they are recommended. The City is not required to utilize this list exclusively. Based on special cause, such as project scope and or size, departments may request from purchasing to solicit for services. Any project orders exceeding \$50,000 will be brought back for City Council approval, as identified in policy.

CAPITAL PROJECTS/ENGINEERING

Staff is recommending a term to begin upon award by City Council and will expire on March 7, 2024, with an option to renew by the City for up to two additional one-year periods. Solicitations added will be aligned to the remaining term.

Since these contracts will be styled as an indefinite delivery / indefinite quantity, there is no direct fiscal impact related to this action. Any project orders that exceed \$50,000 will be brought back for City Council approval as they occur.