

Legislation Text

File #: 18-401, Version: 1

Presenter/Contact
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SUBJECT:

Approval of the renewal of annual contracts with multiple vendors for professional services (IDIQ), purchase of several types of vehicles, cemetery maintenance, landscape maintenance for underdeveloped flood properties and rights-of-way, landscape maintenance for City facilities and parks, road construction work, on-call traffic engineering consulting services, and auditing services.

BACKGROUND / RATIONALE:

On November 14, 2016, the City Council provided consent for a quarterly review and approval of renewals for various annual contracts that occur throughout the course of a fiscal year which are routine in nature and in accordance with the terms and conditions of the associated awarded contracts (which were originally approved by City Council). Quarterly approvals manage staff resources more efficiently as well as ensures compliance with the contracts' terms and conditions. Contract renewals that have any requested modifications, such as a significant increase or decrease in services or costs, will continue to be presented to City Council for individual consideration.

The City Council has previously reviewed and approved the following annual contracts for various goods and services utilized for City operations; the contracts described below require Council authorization for contract renewal. All goods and services have been competitively vetted, and contracts have subsequently been executed on various dates in previous years. All awarded contractors have provided satisfactory performance during the term of their associated contract.

Renewal of Annual Contract for Professional Services (IDIQ):

- Goods/Services Provided: Professional design services provided by qualified engineering firms for various City projects. All awarded contracts are Indefinite Quantity/Indefinite Quantity (IDIQ).
- City Department: Citywide
- Solicitation Method: Request for Qualifications
- Contract Award Date: July 27, 2015
- Awarded Contractors: Alpha Testing, Inc.; Apex Geoscience, Inc.; Arias & Associates, Inc.; Asakura Robinson Company, LLC; Bain Medina Bain, Inc.; Cleary Zimmermann Engineers; D.A. Mawyer Land Surveying, Inc.; Douglas Architects, Inc.; Drash Consultants, LLC; ECM International, Inc.; Encotech Engineering Consultants, Inc.; Freese and Nichols, Inc.; Fugro Consultants, Inc.; Gap Strategies; Gessner Engineering; H.R. Grey; Klotz Associates, Inc.; KSA; M&S Engineering, LLC; McCall & Associates-AIA-Architects; Medina Consulting Company, Inc.; Moeller Ingalls, LLC d/b/a Moeller & Associates; Norris Design; Outlier Engineering; Page; Pape-Dawson Engineers, Inc.; Pawelek & Moy, Inc.; PGAL; Raba Kistner,

Inc.; R-S-C-R, Inc.; RVK; Schrickel, Rollins and Associates; Steinbomer, Bramwell & Vrazel, Architects; Structural Engineering Associates, Inc.; Terracon Consultants, Inc.; Urban Civil, LLC (formerly The Schultz Group, Inc.); Vickrey & Associates, Inc.

- Modified Contract Expiration Date: July 31, 2019; with 1, 1-year renewal option remaining.
- Approximate Annual Cost of Services During Renewal Period: Professional Services occur on an as-needed basis; therefore, costs are developed per project and incorporated within the overall budget for the project.

Approval for staff to release the annual Request for Qualifications for Professional Services (IDIQ) for new firms wishing to submit for the IDIQ will come to City Council on August 13, 2018.

Renewal of Annual Contract for Purchase of Several Types of Vehicles:

- Goods/Services Provided: Purchase of several types of vehicles to include, but not be limited to, Police vehicles, passenger vehicles, vans, pickups, and specialty trucks for the City from manufacturer-authorized dealers.
- City Department: Citywide
- Solicitation Method: Competitive Sealed Proposal
- Contract Award Date: January 23, 2017
- Awarded Contractor(s): Grapevine DCJ, LLC; Griffith Ford Seguin, LLC; and Kahlig Enterprises d/b/a Bluebonnet Motors, Inc. (*primary contractor*).
- Modified Contract Expiration Date: August 31, 2019; with no renewal options remaining
- Approximate Annual Cost of Services During Renewal Period: Purchases occur based on a replacement schedule or in conjunction with new positions; therefore, the cost is incorporated into the appropriate replacement fund and/or departmental capital budget. City has spent a total of \$681,930 to date in FY 2017-18.

Renewal of Annual Contract for Cemetery Maintenance:

- Goods/Services Provided: General caretaker and landscape maintenance services for Comal Cemetery and New Braunfels Cemetery.
- City Department: Parks and Recreation Department
- Solicitation Method: Request for Proposal
- Contract Award Date: September 12, 2011
- Awarded Contractors: Maintenance Management
- Modified Contract Expiration Date: September 30, 2019; with 2, 1-year renewal options remaining
- Approximate Annual Cost of Services During Renewal Period: \$129,900

Renewal of Annual Contract for Landscape Maintenance - Underdeveloped Flood Properties & ROW:

- Goods/Services Provided: Landscape services consisting of mowing, trimming, edging, shredding, herbicide and fertilizer application, mulch and flower bed maintenance as well as weed control. Services associated with this contract are limited to City owned undeveloped flood properties, roadways and medians.
- City Department: Parks and Recreation Department

- Solicitation Method: Invitation for Bid
- Contract Award Date: October 13, 2015
- Awarded Contractors: Landscape Commander, LLC
- Modified Contract Expiration Date: September 30, 2019; with 2, 1-year renewal options remaining
- Approximate Annual Cost of Services During Renewal Period: Approximately \$98,100; factors such as weather may affect the frequency of services and subsequent cost to the City.

Renewal of Annual Contract for Landscape Maintenance for City Facilities and Parks:

- Goods/Services Provided: Landscape services consisting of mowing, trimming, edging, shredding, herbicide and fertilizer application, mulch and flower bed maintenance and weed control. Services associated with this contract are limited to City owned facilities and parks.
- City Department: Citywide
- Solicitation Method: Invitation for Bid
- Contract Award Date: October 29, 2014
- Awarded Contractors: Landscape Commander, LLC
- Modified Contract Expiration Date: September 30, 2019; with 1, 1-year renewal option remaining
- Approximate Annual Cost of Services During Renewal Period: Approximately \$84,500; factors such as weather may affect the frequency of services and subsequent cost to the City.

Renewal of Annual Contract for Road Construction Work:

- Goods/Services Provided: Road construction work including, but not limited to, asphalt paving, mill and overlay, concrete work such as curbs, sidewalks and culverts, base road work, and grading.
- City Department: Public Works department
- Solicitation Method: Invitation for Bid
- Contract Award Date: September 15, 2015
- Awarded Contractors: Austin Materials, LLC d/b/a Ramming Paving Company, D and D Contractors, Inc., D & M Owens, Inc., Dirt Boys, Inc., Double S Paving, Inc., Fischer Construction Company, Inc., and Lone Star Paving
- Modified Contract Expiration Date: September 30, 2019; with 1, 1-year renewal option remaining
- Approximate Annual Cost of Services During Renewal Period: Services occur on an as-needed basis; therefore, the cost is incorporated into the streets division budget. City has spent \$916,891 to date since previous contract renewal in FY 2017.

Renewal of Annual Contract for On-Call Traffic Engineering Consulting Services:

- Goods/Services Provided: Performance of on-call traffic engineering consulting services include, but are not limited to, transportation systems planning, minor roadway design, traffic engineering studies, and signing and pavement marking for traffic operations.
- City Department: Public Works department
- Solicitation Method: Request for Qualifications
- Contract Award Date: September 22, 2014
- Awarded Contractor(s): Kimley-Horn and Associates, Inc.; Lee Engineering, LLC; and

Parsons Brinckerhoff

- Modified Contract Expiration Date: September 30, 2019; with no renewal options remaining
- Approximate Annual Cost of Services During Renewal Period: Services occur on an as-needed basis; therefore, the cost is incorporated into the departmental budget. City has spent \$4,600 to date since previous contract renewal in FY 2017, however; there are projects in progress that currently total \$179,500.

Renewal of Annual Contract for Audit Services:

- Goods/Services Provided: Independent auditing services for the performance of the City's annual financial audit.
- City Department: Finance Department
- Solicitation Method: Competitive Sealed Proposal
- Contract Award Date: August 14, 2017
- Awarded Contractors: Belt Harris Pechacek, LLLP
- Modified Contract Expiration Date: September 30, 2019; with 3, 1-year renewal options remaining
- Approximate Annual Cost of Services During Renewal Period: \$66,566

ADDRESSES A NEED/ISSUE IN A CITY PLAN OR COUNCIL PRIORITY:

<input checked="" type="checkbox"/>	Yes	Strategic Priorities:	9. Maintain fiscal stability of City operations
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FISCAL IMPACT:

Funding for all expenditures and contracts described above have been incorporated into the adopted FY 2017-18, and anticipated FY 2018-19, departmental, special revenue fund and capital fund budgets as applicable. Therefore, sufficient funds are available for all referenced annual contracts.

COMMITTEE RECOMMENDATION:

N/A

STAFF RECOMMENDATION:

Staff recommends approval of the renewal of annual contracts with multiple vendors for professional services (IDIQ), purchase of several types of vehicles, cemetery maintenance, landscape maintenance for underdeveloped flood properties and rights-of-way, landscape maintenance for City facilities and parks, road construction work, on-call traffic engineering consulting services, and auditing services.