



Travis County Commissioners Court Agenda Request

Meeting Date: April 24, 2012

Prepared By/Phone Number: Jason G. Walker/44562; Marvin Brice, CPPB, Assistant Purchasing Agent

Elected/Appointed Official/Dept. Head: Cyd Grimes

Commissioners Court Sponsor: Judge Biscoe

Agenda Language: AUTHORIZE PURHCASING AGENT TO COMMENCE NEGOTIATIONS WITH THE HIGHEST QUALIFIED FIRM, BROWN & GAY ENGINEERS, INC. FOR ENGINEERING SERVICES IN RESPONSE TO RFQ NO. Q120134-JW, LAKE OAK ESTATES SUBSTANDARD ROAD IMPROVEMENTS PROJECT (TNR).

- **Purchasing Recommendation and Comments:** Purchasing concurs with department and recommends approval of requested action. This procurement action meets the compliance requirements as outlined by the statutes.
- This project is for the necessary improvements to bring those identified roads of Lake Oak Estates, located east of RM 620 and west of Lake Austin, up to minimum Travis County standards so that they can be accepted for maintenance. Currently such roads do not meet Travis County standards and cannot be accepted into the Travis County maintained roadway system. The lack of organized and routine maintenance will only allow further deterioration of roadway conditions, decreasing the safety of the roads and jeopardizing access to homes.
- On February 29, 2012, six (6) proposals were received for the design of Lake Oak Estates Substandard Road Improvements project, in which TNR staff evaluated and rated the qualifications of each firm using a standard rating form, as developed by TNR. The three (3) highest rated firms, Chan & Associates, Atkins, and Brown & Gay Engineers, Inc. were then interviewed on April 5, 2012.
- As a result of the interviews, TNR recommends the highest rated firm, Brown & Gay Engineers, Inc., for this project, and requests authorization to commence negotiations. Attached is TNR's corroborating memo with the necessary matrix showing point totals for each firm.

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, Cheryl.Aker@co.travis.tx.us by Tuesdays at 5:00 p.m. for the next week's meeting.

➤ **Contract Expenditures:** Within the last N/A months \$0.00 has been spent against this contract/requirement.

➤ **Contract-Related Information:**

Award Amount: \$TBD

Contract Type: A/E

Contract Period: 210 calendar days from issuance of NTP

➤ **Contract Modification Information: N/A**

Modification Amount:

Modification Type:

Modification Period:

➤ **Solicitation-Related Information:**

Solicitations Sent: 94

Responses Received: 6

HUB Information: N/A

% HUB Subcontractor: 33.5%

➤ **Special Contract Considerations:**

Award has been protested; interested parties have been notified.

Award is not to the lowest bidder; interested parties have been notified.

Comments:

➤ **Funding Information:**

Purchase Requisition in H.T.E.: 546611

Funding Account(s): 615-4931-621-8161

Engineering Budget: \$110,000.00

Construction Budget: \$650,000.00

Comments: Budget verified through PBO by Jessica Rio, TNR's PBO analyst.

_____ **Approved**

_____ **Disapproved**

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Samuel T. Biscoe

Travis County Judge

Date

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TRANSPORTATION AND NATURAL RESOURCES

STEVEN M. MANILLA, P.E., COUNTY EXECUTIVE, TNR



411 West 13th Street
Executive Office Building
PO Box 1748
Austin, Texas 78767
Phone: (512) 854-9383
Fax: (512) 854-4697

April 12, 2012

MEMORANDUM

TO: Cyd V. Grimes, C.P.M., Purchasing Agent
Marvin Brice, Assistant Purchasing Agent

FROM: Steve Manilla, P.E., County Executive, TNR

SUBJECT: Consultant Recommendation for Design Services for the Lake Oak Estates
Substandard Road Improvements: RFQ # Q120134-JW

The following information is for your use in preparing an agenda item for Commissioners Court action. Please contact Lee Turner at 512-854-7598 if you need additional information.

Proposed Motion:

Consider and take appropriate action on TNR's request to approve its recommended consultant, Brown & Gay Engineers, Inc., for professional engineering services and to begin negotiation of a professional services agreement for the design of the Lake Oak Estates Substandard Road Improvements Project, in Precinct Three.

Summary and Staff Recommendations:

On December 6, 2012 TNR requested the purchasing office to obtain professional consultant services for engineering and design for the Lake Oak Estates Substandard Road Improvements project. Purchasing, together with TNR Public Works, developed an RFQ for services needed and on February 29, 2012 received proposals from six firms. A four member panel consisting of three TNR staff members and one HHS staff member evaluated and rated the qualifications of each firm and determined Brown & Gay Engineers, Inc. to be the highest qualified firm. TNR requests approval from the court to negotiate a Professional Services Agreement with the consultant.

Budgetary and Fiscal Impact:

Funding for the design of the Lake Oak Estates Substandard Road Improvements were included in the CDBG Program Year 2011 project list that was approved by the Commissioners Court in June 2011. The total estimated project cost is approximately \$650,000. HUD will provide 100% of the project funding through its grant program.

BACKGROUND

Lake Oak Estates is located east of RM 620 and west of Lake Austin, in western Travis County. It is identified as a low to moderate income area. The roads in the Lake Oak Estates area do not meet Travis County standards and cannot be accepted onto the Travis County maintained roadway system. Lack of an organized and routine roadway maintenance program will cause further deterioration of roadway conditions which will decrease the safety of the roads and jeopardize access to homes. This project is to provide improvements necessary to bring the specified roadways up to minimum county standards so that they can be accepted for maintenance.

Attachments:

Project Location Map

CC: Steve Sun, TNR
Lee Turner, TNR
Donna Williams-Jones, TNR
Jessica Rio, Planning and Budget Office
Sean O'Neal, County Auditor's Office
Christy Moffett, Health & Human Services
Jason Walker, Purchasing

SOQs	Evaluator A	Evaluator B	Evaluator C	Evaluator D	Avg.
AMCE	4.15	3.73	3.55		3.81
Atkins	4.34	4.45	4.75		4.51
Brown & Gay	4.18	4.45	4.65		4.43
Chan & Associates	4.24	4.53	4.75		4.51
Huitt-Zollars	4.03	4.08	3.55		3.89
RSP Espey	3.93	3.6	3.55		3.69

Interviews	Evaluator A	Evaluator B	Evaluator C	Evaluator D	Avg.
Brown & Gay	80	100	77	92	87.25
Chan & Associates	81	83	87	71	80.50
Atkins	88	82	65	85	80.00

Total					
Brown & Gay					91.68
Chan & Associates					85.01
Atkins					84.51

Fiscal Year 2012

Account Balance Inquiry

11:02:14

Account number . . . : 615-4931-621.81-64
Fund : 615 COMMUNITY DEVEOPMENT BG
Department : 49 TNR (TRANS & NATRL RESRC)
Division : 31 RD CAPACITY/BRIDGE REPLMT
Activity basic : 62 INFRA-ENV SCVS (TRNS&RDS)
Sub activity : 1 TNR (TRANS & NATRL RESRC)
Element : 81 CAPITAL OUTLAY
Object : 64 PURCH SVC-INFRASTRCTR RDS

Project Req'd

Original budget : 0
Revised budget : 240,570 01/20/2012
Actual expenditures - current . : .00
Actual expenditures - ytd . . . : 10,552.19
Unposted expenditures : .00
Encumbered amount : .00
Unposted encumbrances : .00
Pre-encumbrance amount : 110,000.00
Total expenditures & encumbrances: 120,552.19 50.1%
Unencumbered balance : 120,017.81 49.9

F5=Encumbrances **F7=Project data** **F8=Misc inquiry**
F10=Detail trans **F11=Acct activity list** **F12=Cancel** **F24=More keys**

Purchase Requisition

Number : 0000546611
 Type : 1 PURCHASE REQUISITION
 Status : AUDITOR APPROVAL
 Reason : 53933 ROADS-CIP ATTN: MARVIN BRICE
 By : BRUNILDA CRUZ 854-7679
 Date : 11/21/11
 Vendor : UNKNOWN - LAKE OAK ESTATES SUB
 Contract nbr :
 Ship to : AI AS INDICATED BELOW
 Deliver by date : 11/21/11
 Buyer :
 Fiscal year code : C C=Current year, P=Previous year, F=Future year

Type options, press Enter.

5=Display 8=Item extended description

Opt Line#	Quantity	UOM	Description	
- 1	110000.00	DOL	PROFESSIONAL ENGINEERING SERVICES FOR THE CONSTRUCTION PLANS, SPECIFICATIONS, AND ESTIMATES FOR THE LAKE OAK ESTATES	+

COMMENTS EXIST Total: 110000.00

F3=Exit F7=Alternate view F9=Print
 F10=Approval info F12=Cancel F20=Comments