

City Council – Action Request Form

Date: May 20, 2019

To: Mayor, Mayor Pro Tempore and Members of the City Council

From: Damon Dequenne, Assistant City Manager
Toneq' McCullough, Director of Transportation

Council Action Requested:

Resolution to Enter Into Agreements with Selected Firms on an On-Call Basis for various Professional Engineering and Planning Services

Strategic Focus Area: Service Excellence
Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness
Strategic Plan Action Item: No
Key Work Item: Yes



Summary of Information:

The City of Winston-Salem has received funding for several projects through the North Carolina Department of Transportation's (NCDOT) Prioritization Process as well as through the Winston-Salem Urban Area Metropolitan Planning Organization (WSUAMPO) Surface Transportation Block Grant Direct Attributable (STBG-DA). In addition to those funding sources, several projects have the required match to these funds approved in the 2014 and 2018 Bonds.

In an effort to design and construct these projects expeditiously, City of Winston-Salem's Department of Transportation advertised a Request for Letters of Interest (RFLOI) on December 21, 2019 in accordance with the City of Winston-Salem and NCDOT's guidelines. The city sought qualified firms to provide professional on-call engineering and planning services. A selection committee consisting of the Director of Transportation, Deputy Director of Transportation, Transportation Engineer, Bicycle and Pedestrian Coordinator, Planning Development Coordinator and a Senior Civil Engineer evaluated the proposals based on the following criteria:

Committee Action:

Committee	<u>Finance 5/20/19</u>	Action	<u>Approval</u>
For	<u>Unanimous</u>	Against	<u></u>
Remarks:			

- Work Experience
- Project Manager Qualifications
- Team Qualification
- Client Satisfaction
- Staff availability

In accordance NCDOT's requirements no M/WBE goals were set. NCDOT's State Professional Services Management Engineer specifically addressed the M/WBE goals requirement in our original advertisement asking staff to remove the goals and add the following language: "NCDOT does not set goals on professional services contracts and would not expect LGAs to do so when advertising for consultants who will be reimbursed with federal funds through NCDOT."

After the evaluation and review of 22 proposals the selection committee selected 13 firms for the following categories: Traffic Engineering, Preconstruction Activities (Design), Planning Studies, and Construction Engineering and Inspections. This selection process was reviewed and the final selection approved by NCDOT's Local Programs Management Office (LPMO). The firms selected ranked in the top four or five in the categories mentioned above.

This on-call agreement would be for a 24 months period with the option of extending the agreement for up to two additional 12-months periods. Staff estimates that the scope and schedule for fees would not exceed \$350,000 per firm for each traffic engineering study, \$800,000 per firm for each pre-construction design activity, \$300,000 per firm for each planning study and \$300,000 per firm for each construction engineering and inspection project.

See Exhibit A for a complete list of proposals received, Exhibit B for a list of selected firms and anticipated assigned projects and Exhibit C for the concurrence letter from NCDOT.