

## City Council – Action Request Form

**Date:** August 15, 2023

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

**From:** Aaron King, Assistant City Manager  
Robert Prestwood, City Engineer

**Council Action Requested:**

Consideration of a Resolution to Enter into an Agreement with Freese and Nichols, Inc for Professional Engineering Design and Construction Oversight Services for Muddy Creek Greenway Repair Project. (West Ward)

**Strategic Focus Area:** Quality Transportation

**Strategic Objective:** No

**Strategic Plan Action Item:** No

**Key Work Item:** No



**Summary of Information:**

The City of Winston-Salem has determined that a portion of the Muddy Creek Greenway, near Jamison Park and Meadowlark Drive, is deteriorating and needs to be repaired. There is approximately 1,000 linear feet of streambank and channeling along the Muddy Creek Greenway that is severely eroded and needs to be stabilized. The repair work will include grading the severely eroded creek banks, installing erosion control measures, installing grade control (natural stone) structures, planting native plants (trees, shrubs, and plugs) removing trees as necessary and reseeding.

The scope of work will include but not be limited to background data collection and site assessment; planimetric and topographic surveys; preparing technical memorandum for repair options; prepare drawings, specifications, and layouts of improvements to be constructed; acquiring necessary environmental permits; preparation of construction contract proposal and cost estimates; and provide general representation during the construction phase.

The City selects firms to provide architectural, engineering, and surveying services in accordance with public policy established in N.C.G.S. §143-64.31, which provides for a qualifications-based selection process. In May 2023, the City posted Requests for Letters of Interest/Statement of Qualifications (RLOI/SOQ) for professional engineering services on the City’s website. Three engineering firms submitted LOI/SOQ’s. A panel consisting of the

**Committee Action:**

<b>Committee</b>	<u>PW, FC 8/15/2023</u>	<b>Action</b>	<u>Approval</u>
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<b>For</b>	<u>Unanimous</u>	<b>Against</b>	<u></u>
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**Remarks:**

Deputy PFM Director, City Engineer, Sr Special Projects Coordinator-Engineering, Director of TFO, and Recreation Capital Projects Coordinator evaluated the proposals based on the following criteria:

- MWBE Commitment
- Work Experience - Similar Projects
- Understanding of Project
- Staff Information

Freese & Nichols, Inc. was rated as the most qualified firm to provide engineering design and construction oversight services. In accordance with N.C.G.S. §143-64.31, the City entered into contract negotiations with Freese & Nichols, Inc., which included identifying the full scope of services to be provided and a proposed fee for this work. Staff is finalizing the scope and schedule for fees not to exceed \$260,000. Based on the total scope of work, staff believes that this is a fair and reasonable fee. 2023 LOBS funding will be used for this engineering design and construction oversight contract. The proposal opportunity was advertised on the City website and sent to architectural and engineering firms. See Exhibit A for the scoring matrix for the firms that were evaluated and Exhibit B for the workforce demographics of the selected firm.