

**COUNCIL ACTION FORM**

**SUBJECT: ON-CALL ARCHITECTURAL, ENGINEERING, AND RELATED TECHNICAL SERVICES CONTRACT**

**BACKGROUND:**

CyRide has a number of small rehabilitation construction projects approved in federal grants for which architectural/engineering (A&E) services will be needed. The Federal Transit Administration, which oversees these grants, allows transit systems to enter into on-call architectural and engineering service contracts to design and assist with these types of projects.

In September, CyRide released, "Request for Proposal and Qualifications No. 2009-064." Under this proposal, the firm selected for the A&E contract would develop construction drawings and provide technical oversight for CyRide's construction projects. This solicitation called for a proposed three-year contract term with a renewal option for an additional two years. The maximum amount of fees, services, and reimbursable expenses allowed under the contract would be \$250,000.

Under this contract, CyRide would get a fee proposal from the A&E firm for each specific project. An appropriate cost/price analysis would then be performed before allowing the A&E firm to proceed. If CyRide determined the A&E cost for a specific project was not reasonable or if funding for a specific project was not secured for any reason, the awarded firm would not be guaranteed work. Construction projects, currently in approved grants, that would be included under this contract are as follows:

<b>Project</b>	<b>Total Project Cost</b>
Maintenance Shop Exhaust/Air Handling Reconstruction	\$200,000
Wash Bay Reconstruction	\$640,000

The following six firms submitted proposals for the multi-year contract:

- FEH
- ASK Studio
- Substance Architects, Interior Designs
- Benjamin Design Collaborative
- Stanley Consultants
- Shive-Hattery

Under the provisions of the Brooks Act each of the six written proposals were ranked based on their qualifications. FEH and Shive-Hattery scored the highest and gave formal presentations to CyRide staff. Based on these presentations and the initial proposals, Shive-Hattery was found to best meet the needs of CyRide. The Transit Board has approved this contract for presentation to the City Council.

#### **ALTERNATIVES:**

1. Approve the contract for on-call architectural, engineering, and related technical services with Shive-Hattery, Inc., of West Des Moines, IA. The contract will be for an initial period of three (3) years, with a renewal option for an additional two (2) years subject to the Ames Transit Agency Board of Trustees and Ames City Council approval. The amount for all fees, services, and reimbursable expenses for the contract will range from \$0.00 to \$250,000.00 and for a maximum amount of \$250,000.00 for the life of the contract, including the renewal options.
2. Reject entering into a contract with Shive-Hattery, Inc., for on-call architectural, engineering, and related technical services.

#### **MANAGER'S RECOMMENDED ACTION:**

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby approving the contract with Shive-Hattery, Inc., for on-call architectural, engineering, and related technical services. This will allow CyRide to complete needed facility repairs in a timely, cost-effective manner.