



Memorandum

To: Honorable Mayor Maso and Members of the Frisco City Council

cc: George Purefoy, City Manager
Paul Knippel, P.E., Director of Engineering Services

From: Brian Moen, P.E., Assistant Director of Engineering Services

Date: June 16, 2015

Subject: Consider and act upon authorizing the City Manager to execute a master agreement with Dunaway Associates, L.P. for On-Call Professional Traffic Engineering Services, Contract Number 2015-003

Action Requested: Staff requests that Council approve authorizing the City Manager to execute a master agreement for on-call professional traffic engineering services with Dunaway Associates, L.P. for an amount not to exceed \$400,000, for roundabout design and analysis.

Background Information: The City of Frisco issued a request for qualifications (RFQ) in February 2015 for on-call traffic engineering services. The request identified six work categories that included: 1) roadway illumination design, 2) traffic signal timing, 3) traffic signal design, 4) Intelligent Transportation Systems (ITS) design, 5) traffic engineering studies, and 6) roundabout design and analysis. The RFQ stated that the City would select multiple firms to perform these services. The RFQ also stipulated that the City intended to contract with the selected firms for a one-year period with the option to renew the contract for two additional one-year periods.

A total of seventeen (17) qualification statements were submitted. Dunaway Associates, L.P. is one of six firms selected to provide on-call traffic engineering services for the City of Frisco. They were selected to perform work in one work category. The review of the qualification statements was based on the following selection criteria: (1) past experience of the project manager, task leaders and other project team members on comparable projects; (2) project approach for each work category; (3) reputation of firm and references for comparable projects; (4) Quality Assurance / Quality Control procedures and cost control measures.

This master agreement has a budget of \$400,000. When a task order is issued for a particular project, a purchase order will be generated provided funding has been allocated through the City of Frisco's standard financial processes. Once a task order is executed, the master agreement budget will be reduced by the amount of the purchase order. For example, if the first project were a \$120,000 roundabout design, the master agreement budget would be reduced to \$280,000 after the task order is signed. If the funding in the master agreement reaches zero and more project work is needed, staff will bring a contract amendment back to Council for approval.

Alternatives: The City Council could consider the following alternatives:

- § Approval of Professional Services Master Agreement for On-Call Services
- § Send back to staff with direction

Financial Considerations: Funds for each task order will come from bond funds, TxDOT and NCTCOG grants, and General Fund operational budgets for professional services.

Legal Review: Reviewed and approved as to form.

Supporting Documents:

- Professional Services Master Agreement for On-Call Services

Staff Recommendation: Staff recommends authorizing the City Manager to execute a master agreement for on-call professional traffic engineering services with Dunaway Associates, L.P. for an amount not to exceed \$400,000, for roundabout design and analysis.