

AGENDA ITEM SUMMARY SHEET

VILLAGE COUNCIL MEETING

August 31, 2016

Agenda Item:

Provide the Village with 14 firms for Miscellaneous Professional Services.

Action Requested:

- A) Concur with the selection of Consultants by the Competitive Negotiations staff review committee for CN 2016-01 Miscellaneous Professional Services with the following 14 firms for a contract period of two years commencing on August 31, 2016;
- B) Authorize the Village Manager to execute agreements under \$50,000.00 for individual projects as needed.

Firms:

- 1. Calvin Giordano & Associates
- 2. Caltran Engineering
- 3. Tetra Tech
- 4. Weston & Sampson
- 5. KLJ
- 6. Kimley Horn
- 7. Hole Montes
- 8. Stantec
- 9. Grady Minor
- 10. Trebilcock Consulting
- 11. Johnson Engineering
- 12. Barraco and Associates
- 13. Banks Engineering
- 14. JR Evans Engineering

Financial Impact:

Individual projects will be assigned and funded on an as-needed basis. Funds are available within specified project budgets.

What Action Accomplishes:

This item provides the Village with 14 consultants that can provide professional engineering-related consulting services such as but not limited to: traffic issues and data collection, signalization issues, public works issues, watershed and storm water issues, roadway issues, capital improvement plans, flood related issues, and other similar items, on an as needed basis for a contract period of two years.

Minutes
Staff Review Advisory Committee Meeting
CN 2016-01
Miscellaneous Professional Services
August 12, 2016

The staff review committee meeting for Miscellaneous Professional Services was called to order on August 12, 2016 at 11:55 a.m.

The interview committee consisted of:

Steve Sarkozy, Village Manager
Lisa Pace, Finance Director
Kyle Coleman, Assistant to the Village Manager
Mary Gibbs, Community Development Director

The following 14 firms responded to the solicitation and met the deadline as verified by the Village Clerk:

1. Calvin Giordano & Associates
2. Caltran Engineering
3. Tetra Tech
4. Weston & Sampson
5. KLJ
6. Kimley Horn
7. Hole Montes
8. Stantec
9. Grady Minor
10. Trebilcock Consulting
11. Johnson Engineering
12. Barraco and Associates
13. Banks Engineering
14. JR Evans Engineering

Discussion among the committee members indicated that the 14 firms all met the criteria and the minimum required 80 points out of 100 points established in the solicitation.

In lieu of bringing in firms for individual interviews, it was decided to recommend Council select all firms to comprise a “pool” of consultants for projects as needed.

A motion was made by Steve Sarkozy, second by Kyle Coleman, to recommend that Council select all consultants for a pool based on their credentials, the wide variety of services they could provide, and their expertise in the public realm.

The meeting concluded at 12:05 p.m.

Note:

Follow up phone calls were made to all the firms to confirm if they were still interested in the project and to determine if they had been any changes since their response to the original proposal.