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City of Las Cruces[®]
 PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 4 Ordinance/Resolution # 10-11-419 Council District: 1-6

For Meeting of January 18, 2011
 (Adoption Date)

TITLE:

A RESOLUTION APPROVING THE EXTENSION OF AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR CIVIL ENGINEERING SERVICES TO BLANCHARD ENGINEERING, INC.; ZIA ENGINEERING AND ENVIRONMENTAL CONSULTANTS, LLC., AND URS CORPORATION ALL OF LAS CRUCES, NM, FOR YEARS THREE THROUGH FIVE OF A FIVE YEAR TERM CONDITIONED UPON ANNUAL RENEWALS AND PENDING APPROVED BUDGETS.

PURPOSE(S) OF ACTION: Extension of an indefinite cost, indefinite quantity price agreement for civil engineering services.

Drafter and Staff Contact: <i>NM</i> Nancy Montoya <i>NM</i>		Department: Public Works <i>YR FR LR</i>		Phone: 528-3171	
Department	Signature	Phone	Department	Signature	Phone
Department Director	<i>ACTS For MS</i> <i>[Signature]</i>	528-3333	Budget	<i>[Signature]</i>	541-2107
Other			Assistant City Manager		541-2271
Legal	<i>[Signature]</i>	541-2128	City Manager	<i>[Signature]</i>	541-2076

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

In November 2008, the Engineering Services Section of the Public Works Department requested proposals for Civil Engineering Services. These services are required to perform design functions that include, but are not limited to, the following: design of roadways, site development, preparation of drainage reports and FEMA flood studies, and the design of airport facilities. The purpose of the Civil Engineering Services RFP is to prequalify three (3) engineering firms that can provide specialized civil engineering services.

These agreements are one- (1-) year contracts with the option to renew for four (4) additional one (1) year terms at the discretion of the City and under mutual agreement. It is advantageous for the City to have a prequalified list of civil engineering firms from which to select, in order to get budgeted projects completed. All departments within the City will be able to enter into individual project agreements with these engineering firms on an as-needed basis. There are times when special funding (e.g., legislative, NMDOT) is made available to the City for specific projects. The funding sources often give strict time frames within which improvements must be designed and constructed in order to secure the funding. By having a list of three (3) prequalified engineering firms, it will not be necessary to go through the extensive and time consuming request for proposal process in order to contract the necessary

work for each individual project. These agreements will allow the Public Works Department and other City departments to contract with any one of the three (3) prequalified firms. As a result, valuable time is saved in the design of each project and staff time can be used on other projects and in other capacities.

The Civil Engineering Services Agreements will be set up as individual purchase orders depending on available funding. The agreements for individual engineering projects will be authorized pursuant to the provisions of the Las Cruces Municipal Code, 1998, Chapter 24, Procurement Code.

The original agreements were awarded in January of 2009. The City of Las Cruces Public Works Department-Engineering Services Section requests approval from the City Council to extend an indefinite cost, indefinite quantity price agreement for civil engineering services with Blanchard Engineering of Las Cruces, NM; URS Corporation of Las Cruces, NM; and Zia Engineering and Environmental Consultants of Las Cruces, NM for years three through five of a five year term conditioned upon annual renewals and pending approved budgets.

SUPPORT INFORMATION:

1. Resolution.
2. Purchasing Manager's request to Contract Form, Exhibit "A".
3. Vendor Extension Letters, Exhibit "B".
4. Contract Extensions, Exhibit "C".

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input checked="" type="checkbox"/>	See fund summary below
	No	<input type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from: _____
		<input type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
<input type="checkbox"/>		Proposed funding is from fund balance in the _____ Fund.	
Does this action create any revenue?	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: _____ in the amount of \$ _____.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Various as projects are identified	Various	Various	Various	N/A	N/A

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this action will approve the extension of an indefinite cost, indefinite quantity price agreement for civil engineering services to Blanchard Engineering; URS Corporation; and Zia Engineering and Environmental Consultants all of Las Cruces, NM to provide civil engineering services to the City of Las Cruces for years three through five of a five year term conditioned upon annual renewals and pending approved budgets.
2. Vote "No"; this action will reject the proposed extension and instruct staff to either rebid, rescope, or abandon these agreements altogether. Without these agreements, engineering projects could be delayed and the City of Las Cruces will have to explore an alternative means of procuring civil engineering services.
3. Vote to "Amend"; this action could approve the extension of an indefinite cost, indefinite quantity price agreement for civil engineering services to Blanchard Engineering; URS Corporation; and Zia Engineering and Environmental Consultants all of Las Cruces, NM with additional conditions or changes as requested by City Council.
4. Vote to "Table"; this action could delay the extension of an indefinite cost, indefinite quantity price agreement for civil engineering services to Blanchard Engineering; URS Corporation; and Zia Engineering and Environmental Consultants all of Las Cruces, NM and could delay engineering projects.

REFERENCE INFORMATION

The resolution(s) and/or ordinance(s) listed below are only for reference and are not included as attachments or exhibits.

1. Resolution No. 08-09-320 and 09-10-434

RESOLUTION NO: 10-11-419

A RESOLUTION APPROVING THE EXTENSION OF AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR CIVIL ENGINEERING SERVICES TO BLANCHARD ENGINEERING, INC.; ZIA ENGINEERING AND ENVIRONMENTAL CONSULTANTS, LLC., AND URS CORPORATION ALL OF LAS CRUCES, NM, FOR YEARS THREE THROUGH FIVE OF A FIVE YEAR TERM CONDITIONED UPON ANNUAL RENEWALS AND PENDING APPROVED BUDGETS.

The City Council is informed that:

WHEREAS, the Public Works Department-Engineering Services Section requested proposals for Civil Engineering Services in November 2008; and

WHEREAS, these services are required to perform design functions that include, but are not limited to, the following: design of roadways, site development, preparation of drainage reports and FEMA flood studies, and the design of airport facilities; and

WHEREAS, the purpose of the Civil Engineering Services request for proposals is to prequalify three (3) engineering firms that can provide civil engineering services City of Las Cruces (City) engineering projects; and

WHEREAS, these agreements were established for a one-(1-) year term with the option to renew for four (4) additional one-(1-) year terms at the discretion of the City and upon mutual agreement; and

WHEREAS, each firm has agreed to the agreement extension; and

WHEREAS, Public Works Department-Engineering Services Section requests approval of an indefinite cost, indefinite quantity price agreement for civil engineering services to Blanchard Engineering, Inc.; Zia Engineering and Environmental Consultants, LLC., and URS Corporation all of Las Cruces, NM, for years three through five of a five year term conditioned upon annual renewals and pending approved budgets.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the extension of an indefinite cost, indefinite quantity price agreement for civil engineering services to Blanchard Engineering, Inc.; Zia Engineering and Environmental Consultants, LLC., and URS Corporation all of Las Cruces, NM, for years three through five of a five year term conditioned upon annual renewals and pending approved budgets is hereby approved.

(II)

THAT City staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 20_____.

APPROVED:

(SEAL)

ATTEST:

Mayor

City Clerk

VOTE:

Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Connor: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Thomas: _____

Moved by: _____

Seconded by: _____

Approved as to Form:



City Attorney

CITY OF LAS CRUCES

PURCHASING MANAGER'S REQUEST TO CONTRACT

For Meeting of: January 18, 2011

Resolution No.: 10-11-419

Existing Contract Purchase For Civil Engineering Services (Years 3 through 5)

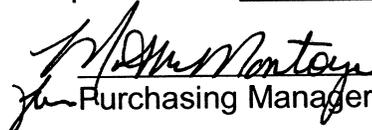
The Las Cruces City Council is provided the following information concerning this request:

RFP SOLICITATION INFORMATION:

1. Original RFP & Due Date: **RFP #08-09-320/November 21, 2008**
2. Description of RFP: **Civil Engineering Services**
3. Number of Original Responses: **Ten (10)**
4. Existing Contract Expiration Date: **January 19, 2011**
5. Last Contract Renewal by Council: **Resolution #09-10-434/December 21, 2009**
6. Using Department: **Public Works**
7. Current Award Recommendation To: **Blanchard Engineering, URS Corporation,
and Zia Engineering and Environmental all of Las Cruces, NM**
8. Total Award Amount (includes any tax and contingency) **Indefinite Cost
Pending Approved Budget**
9. Contract Duration: **Years Three (3) through (5) Pending Approved
Budget & Annual Renewals**

PROCUREMENT CODE COMPLIANCE:

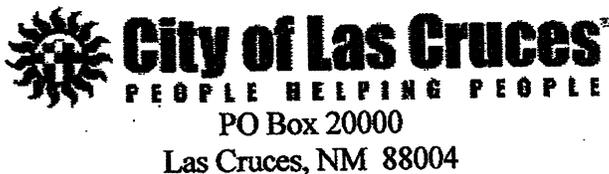
The City of Las Cruces Procurement Code was administered in the conduct of this procurement and approval to purchase is hereby requested pursuant to **Section 24-316**.


Purchasing Manager

1/27/10
Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:	VARIOUS
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September 21, 2010

Mr. David F. Blanchard
Blanchard Engineering, Inc.
P.O. Box 16395
Las Cruces, NM 88004

F A C S I M I L E: (575) 541-0906
Re: Renewal 08-09-320 Civil Engineering Services PA

Dear Mr. Blanchard,

The City of Las Cruces would like to exercise the renewal option from RFP number 09-10-434, first extension of original RFP 08-09-320 Civil Engineering Services Price Agreement. The renewal period is for year 3 of 5 commencing January 20, 2011 thru January 19, 2012

Please indicate below if your company desires to renew the contract. If you choose to renew please check the appropriate box, sign the attached amendment to the contract and along with an updated insurance certificate return to the Purchasing Office:

Mailing address: P.O. Box 20000, Las Cruces, NM 88004
Delivery address: 700 N. Main St. Ste. 3134, Las Cruces 88001

If I do not hear from you by September 28, 2010 I will assume you do not wish to participate.

If you have any questions regarding this matter please call me at (575) 541-2696.

Sincerely,

Martha Montoya
Contract Analyst

I wish to renew the contract from RFP 08-09-320 Civil Engineering Services Price Agreement
 I do not wish to renew the contract from RFP 08-09-320 Civil Engineering Services Price Agreement

Signed:

David F. Blanchard

Title: PRESIDENT, BEI



PEOPLE HELPING PEOPLE

PO Box 20000

Las Cruces, NM 88004

September 21, 2010

Mr. Peter Hinckley, PE
URS Corporation
101 North Alameda, Suite 8C
Las Cruces, NM 88005-2610

FACSIMILE: (575) 526-1390

Re: Renewal 08-09-320 Civil Engineering Services PA.

Dear Mr. Hinckley,

The City of Las Cruces would like to exercise the renewal option from RFP number 09-10-434, first extension of original RFP 08-09-320 Civil Engineering Services Price Agreement. The renewal period is for year 3 of 5 commencing January 20, 2011 thru January 19, 2012

Please indicate below if your company desires to renew the contract. If you choose to renew please check the appropriate box, sign the attached amendment to the contract and along with an updated insurance certificate return to the Purchasing Office:

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If I do not hear from you by September 28, 2010 I will assume you do not wish to participate.

If you have any questions regarding this matter please call me at (575) 541-2696.

Sincerely,

Martha Montoya
Contract Analyst

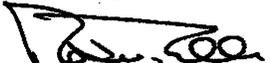
<input checked="" type="checkbox"/>	I wish to renew the contract from RFP 08-09-320 Civil Engineering Services Price Agreement
<input type="checkbox"/>	I do not wish to renew the contract from RFP 08-09-320 Civil Engineering Services Price Agreement
Signed:	Title: Branch Manager

**CIVIL ENGINEERING SERVICES PRICE AGREEMENT
ANNUAL EXTENSION
(RFP NO. 08-09-320)**

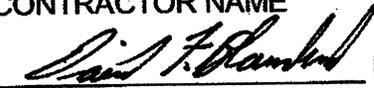
Pursuant to Section 9 of the Civil Engineering Services Contract dated February 8, 2010 between the City of Las Cruces (City) and Blanchard Engineering, Inc. (Contractor), the City and Contractor agree to extend the term of the Agreement for a period of one (1) year, to begin January 20, 2011 and terminate January 19, 2012.

All other terms of the Agreement will remain the same.

CITY OF LAS CRUCES

 Date: 12/15/2010
Robert Telles,
Purchasing Manager

CONTRACTOR NAME

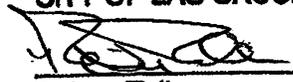
 Date: 10-01-10
Signature
DAVID F. BLANCHARD, PRESIDENT
Printed Name/Title

**CIVIL ENGINEERING SERVICES PRICE AGREEMENT
ANNUAL EXTENSION
(RFP NO. 08-09-320)**

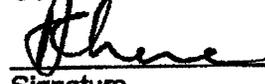
Pursuant to Section 9 of the Civil Engineering Services Contract dated February 10, 2010 between the City of Las Cruces (City) and Zia Engineering & Environmental Consultants, LLC (Contractor), the City and Contractor agree to extend the term of the Agreement for a period of one (1) year, to begin January 20, 2011 and terminate January 19, 2012.

All other terms of the Agreement will remain the same.

CITY OF LAS CRUCES

 Date: 9/24/2010
Robert Telles,
Purchasing Manager

CONTRACTOR NAME

 Date: 9/22/10
Signature

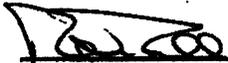
A-K. KHERA, P.E. Vice President
Printed Name/Title

**CIVIL ENGINEERING SERVICES PRICE AGREEMENT
ANNUAL EXTENSION
(RFP NO. 08-09-320)**

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All other terms of the Agreement will remain the same.

CITY OF LAS CRUCES



Date: 12/15/2010

Robert Telles,
Purchasing Manager

CONTRACTOR NAME



Date: 9/23/10

Signature

R. Glenn Roberts VP

Printed Name/Title