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**City of Las Cruces**<sup>®</sup>  
 PEOPLE HELPING PEOPLE

**Council Action and Executive Summary**

Item # 9 Ordinance/Resolution # 10-11-424 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 TRAFFIC ENGINEERING SERVICES TO LEE ENGINEERING, LLC OF ALBUQUERQUE, NM; URS CORPORATION OF LAS CRUCES, NM; AND WILSON AND COMPANY, INC. OF ALBUQUERQUE, 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 traffic engineering services.

<b>Drafter and Staff Contact:</b> <i>N</i> Nancy Montoya <i>NM</i>		<b>Department:</b> Public Works <i>see file</i>		<b>Phone:</b> 528-3171	
<b>Department</b>	<b>Signature</b>	<b>Phone</b>	<b>Department</b>	<b>Signature</b>	<b>Phone</b>
Department Director	<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 Traffic Engineering Services. These services are required to perform design functions that include, but are not limited to, the following: preparation of traffic impact studies and transportation modeling studies. The purpose of the Traffic Engineering Services RFP is to prequalify three (3) engineering firms that can provide specialized traffic 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 traffic 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 Traffic 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 traffic engineering services with Lee Engineering, LLC, of Albuquerque, NM; URS Corporation of Las Cruces, NM and Wilson and Company, Inc. of Albuquerque, 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:**

<b>Is this action already budgeted?</b>	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.	
<b>Does this action create any revenue?</b>	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:**

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

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this action will approve the extension of an indefinite cost, indefinite quantity price agreement for traffic engineering services to Lee Engineering, LLC, of Albuquerque, NM; URS Corporation of Las Cruces, NM and Wilson and Company, Inc. of Albuquerque, NM to provide traffic 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 traffic engineering services.
3. Vote to "Amend"; this action could approve the extension of an indefinite cost, indefinite quantity price agreement for traffic engineering services Lee Engineering, LLC, of Albuquerque, NM; URS Corporation of Las Cruces, NM and Wilson and Company, Inc. of Albuquerque, 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 traffic engineering services to Lee Engineering, LLC, of Albuquerque, NM; URS Corporation of Las Cruces, NM and Wilson and Company, Inc. of Albuquerque, 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. 08-09-328 and 09-10-439.

108  
**RESOLUTION NO: 10-11-424**

**A RESOLUTION APPROVING THE EXTENSION OF AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR TRAFFIC ENGINEERING SERVICES TO LEE ENGINEERING, LLC OF ALBUQUERQUE, NM; URS CORPORATION OF LAS CRUCES, NM; AND WILSON AND COMPANY, INC. OF ALBUQUERQUE, 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 Traffic Engineering Services in November 2008; and

**WHEREAS**, these services are required to perform design functions that include, but are not limited to, the following: preparation of traffic impact studies and transportation modeling studies; and

**WHEREAS**, the purpose of the Traffic Engineering Services request for proposals is to prequalify three (3) engineering firms that can provide traffic 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 traffic engineering services to Lee Engineering, LLC of Albuquerque, NM; URS Corporation of Las Cruces, NM; and Wilson and Company, Inc. of Albuquerque, 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 traffic engineering services to Lee Engineering, LLC of Albuquerque, NM; URS Corporation of Las Cruces, NM; and Wilson and Company, Inc. of Albuquerque, 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.: 10-11-424****Existing Contract Purchase For  
Traffic Engineering Services (Years 3 through 5)**

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

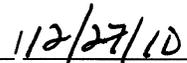
**RFP SOLICITATION INFORMATION:**

1. Original RFP & Due Date: **RFP#08-09-325/November 21, 2008**
2. Description of RFP: **Traffic Engineering Services**
3. Number of Original Responses: **Six (6)**
4. Existing Contract Expiration Date: **January 19, 2011**
5. Last Contract Renewal by Council: **Resolution No. 09-10-439/December 21, 2009**
6. Using Department: **Public Works**
7. Current Award Recommendation To: **Lee Engineering, LLC; Wilson and Company,  
Both of Albuquerque, NM, and URS Corporation 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**.

  
Jon Montoya  
Purchasing Manager

  
11/27/10  
Date

**CONFIRMATION OF FUND ENCUMBRANCE:**

REQUISITION OR PURCHASE ORDER NUMBER:

**VARIOUS**



PO Box 20000  
Las Cruces, NM 88004

OCT 4 2:35PM

September 30, 2010

Mr. Paul Barricklow, P.E., PTOE  
Lee Engineering, LLC  
8500 Menaul Blvd. Suite A-420  
Albuquerque, NM 87112

F A C S I M I L E: (505) 338-0989  
Re: Renewal RFP 08-09-325 Traffic Engineering Services PA

Dear Mr. Barricklow,

The City of Las Cruces would like to exercise the renewal option from RFP 09-10-439, second extension of original RFP 08-09-325 Traffic Engineering Services Price Agreement. The renewal period is for year three (3) of five (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 October 7, 2010 I will assume you do not wish to participate.

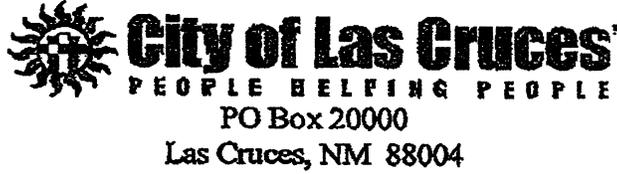
If you have any questions regarding this matter please call me at (575) 541-2696.

Sincerely,

Martha Montoya  
Contract Analyst

<input checked="" type="checkbox"/>	I wish to renew the contract from RFP 08-09-325 Traffic Engineering Services Price Agreement
<input type="checkbox"/>	I do not wish to renew the contract from RFP 08-09-325 Traffic Engineering Services Price Agreement
Signed:	Title: PROJECT MANAGER

Attachment: Amendment to contract



10 OCT 6 12:42 PM

September 30, 2010

Ms. Karen Burt  
 URS Corporation  
 Richardson Building  
 101 North Alameda, Suite 8C  
 Las Cruces, NM 88055-2610

F A C S I M I L E: (575) 526-1390  
 Re: Renewal RFP 08-09-325 Traffic Engineering Services PA

Dear Ms. Burt,

The City of Las Cruces would like to exercise the renewal option from RFP 09-10-439, second extension of original RFP 08-09-325 Traffic Engineering Services Price Agreement. The renewal period is for year three (3) of five (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:

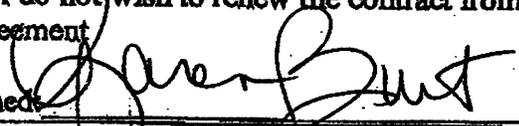
Mailing address: P.O. Box 20000, Las Cruces, NM 88004  
 Delivery address: 700 N. Main St. Ste. 3134, Las Cruces 88001

If I do not hear from you by October 7, 2010 I will assume you do not wish to participate.

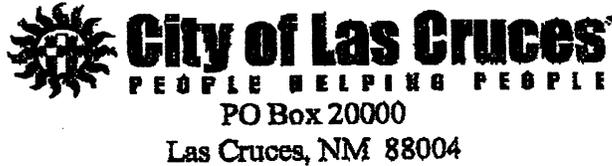
If you have any questions regarding this matter please call me at (575) 541-2696.

Sincerely,

Martha Montoya  
 Contract Analyst

<input checked="" type="checkbox"/> I wish to renew the contract from RFP 08-09-325 Traffic Engineering Services Price Agreement
<input type="checkbox"/> I do not wish to renew the contract from RFP 08-09-325 Traffic Engineering Services Price Agreement
Signed:  Title: <u>Branch Manager</u>

Attachment: Amendment to contract



September 30, 2010

Mr. Tim Simmons, P.E., PTOE  
Wilson & Company, Inc.  
4900 Lang Ave. NE  
Albuquerque, NM 87109

FACSIMILE: (505) 348-4055  
Re: Renewal RFP 08-09-325 Traffic Engineering Services PA

Dear Mr. Simmons,

The City of Las Cruces would like to exercise the renewal option from RFP 09-10-439, second extension of original RFP 08-09-325 Traffic Engineering Services Price Agreement. The renewal period is for year three (3) of five (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 October 7, 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 08-09-325 Traffic Engineering Services Price Agreement
<input type="checkbox"/> I do not wish to renew the contract from RFP 08-09-325 Traffic Engineering Services Price Agreement
Signed:  Title: <u>TRANSPORTATION MANAGER</u>

Attachment: Amendment to contract

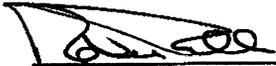
\*10OCT 4 2:35PM

**TRAFFIC ENGINEERING SERVICES PRICE AGREEMENT  
ANNUAL EXTENSION  
(RFP NO. 08-09-325)**

Pursuant to Section 9 of the Traffic Engineering Services Contract dated January 20, 2009 between the City of Las Cruces (City) and Lee Engineering, 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: 12/15/2010

Robert Telles,  
Purchasing Manager

CONTRACTOR NAME



Date: 10-1-2010

Signature

PAUL BARRICKLOW / PROJECT MANAGER

Printed Name/Title

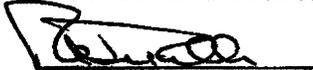
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**TRAFFIC ENGINEERING SERVICES PRICE AGREEMENT  
ANNUAL EXTENSION  
(RFP NO. 08-09-325)**

Pursuant to Section 9 of the Traffic Engineering Services Contract dated January 20, 2009 between the City of Las Cruces (City) and URS Corporation (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

  
Robert Telles,  
Purchasing Manager

Date: 12/15/2010

CONTRACTOR NAME

  
Signature

Date: 9/30/10

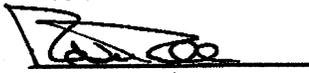
KAREN STEARNS / VICE PRESIDENT  
Printed Name/Title

**TRAFFIC ENGINEERING SERVICES PRICE AGREEMENT  
ANNUAL EXTENSION  
(RFP NO. 08-09-325)**

Pursuant to Section 9 of the Traffic Engineering Services Contract dated January 20, 2009 between the City of Las Cruces (City) and Wilson & Company, 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.

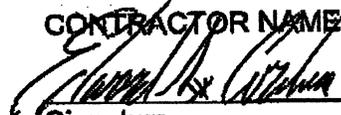
CITY OF LAS CRUCES



Date: 12/15/2010

Robert Telles,  
Purchasing Manager

CONTRACTOR NAME



Date: 9/30/10

Signature

EDWARD S. CORDOVA / TRANSPORTATION MANAGER  
Printed Name/Title