

117
City of Las Cruces[®]
 PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 10 Ordinance/Resolution # 10-11-429 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 UTILITY ENGINEERING SERVICES TO BLANCHARD ENGINEERING, INC. OF LAS CRUCES, NM; CH2M HILL, INC. OF ALBUQUERQUE, NM; ENGINEERS, INC. OF SILVER CITY, NM; LIVINGSTON ASSOCIATES, PC, OF ALAMOGORDO, 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 utility engineering services.

Drafter and Staff Contact: Nancy Montoya <i>NM</i>		Department: Public Works <i>WR FLR</i>		Phone: 528-3171	
Department	Signature	Phone	Department	Signature	Phone
Department Director	<i>Acting for 9/3</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 Utility Engineering Services. These services are required to perform design functions that include, but are not limited to, the following: computer network analyses and design of water, wastewater, and gas utility systems. The purpose of the Utility Engineering Services RFP is to prequalify five (5) engineering firms that can provide specialized utility 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 utility 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 five (5) 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 Utility 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 utility engineering services with Blanchard Engineering, Inc. of Las Cruces, NM; CH2M Hill, Inc. of Albuquerque, NM; Engineers, Inc. of Silver City, NM; Livingston Associates, PC, of Alamogordo, 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:

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 utility engineering services to Blanchard Engineering, Inc. of Las Cruces, NM; CH2M Hill, Inc. of Albuquerque, NM; Engineers, Inc. of Silver City, NM; Livingston Associates, PC, of Alamogordo, NM; and Wilson and Company, Inc. of Albuquerque, NM to provide utility 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 utility engineering services.
3. Vote to "Amend"; this action could approve the extension of an indefinite cost, indefinite quantity price agreement for utility engineering services Blanchard Engineering, Inc. of Las Cruces, NM; CH2M Hill, Inc. of Albuquerque, NM; Engineers, Inc. of Silver City, NM; Livingston Associates, PC, of Alamogordo, 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 utility engineering services to Blanchard Engineering, Inc. of Las Cruces, NM; CH2M Hill, Inc. of Albuquerque, NM; Engineers, Inc. of Silver City, NM; Livingston Associates, PC, of Alamogordo, 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. 08-09-326 and 09-10-440.

RESOLUTION 200: 10-11-429

A RESOLUTION APPROVING THE EXTENSION OF AN INDEFINITE COST, INDEFINITE QUANTITY PRICE AGREEMENT FOR UTILITY ENGINEERING SERVICES TO BLANCHARD ENGINEERING, INC. OF LAS CRUCES, NM; CH2M HILL, INC. OF ALBUQUERQUE, NM; ENGINEERS, INC. OF SILVER CITY, NM; LIVINGSTON ASSOCIATES, PC, OF ALAMOGORDO, 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 Utility Engineering Services in November 2008; and

WHEREAS, these services are required to perform design functions that include, but are not limited to, the following: computer network analyses and design of water, wastewater, and gas utility systems; and

WHEREAS, the purpose of the Utility Engineering Services request for proposals is to prequalify five (5) engineering firms that can provide utility 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 utility engineering services to Blanchard Engineering, Inc. of Las Cruces, NM; CH2M Hill, Inc. of Albuquerque, NM; Engineers, Inc. of Silver City, NM; Livingston Associates, PC, of Alamogordo, 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.

Resolution No: 10-11-429

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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 utility engineering services to Blanchard Engineering, Inc. of Las Cruces, NM; CH2M Hill, Inc. of Albuquerque, NM; Engineers, Inc. of Silver City, NM; Livingston Associates, PC, of Alamogordo, 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_____.

(SEAL)

ATTEST:

City Clerk

Moved by: _____

Seconded by: _____

Approved as to Form:



City Attorney

APPROVED:

Mayor

VOTE:

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

CITY OF LAS CRUCES**PURCHASING MANAGER'S REQUEST TO CONTRACT**

For Meeting of: January 18, 2011

Resolution No.: 10-11-429

**Existing Contract Purchase For
Utility 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#08-09-326/November 21, 2008**
2. Description of RFP: **Utility 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. 09-10-440/December 21, 2009**
6. Using Department: **Public Works**
7. Current Award Recommendation To: **Blanchard Engineering, Inc.,
of Las Cruces, NM; CH2M Hill, Inc., of Albuquerque, NM; Engineers Inc.
of Las Cruces, NM; Livingston Associates, PC of Alamogordo, NM; and
Wilson and Company of Albuquerque, 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**.

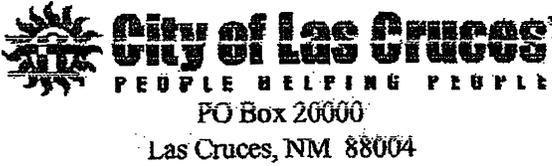

for Purchasing Manager

11/27/10
Date

CONFIRMATION OF FUND ENCUMBRANCE:

REQUISITION OR PURCHASE ORDER NUMBER:

VARIOUS



September 30, 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 RFP 08-09-326 Utility Engineering Services PA

Dear Mr. Blanchard,

The City of Las Cruces would like to exercise the renewal option from RFP 09-10-440, second extension of original RFP 08-09-326 Utility 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.

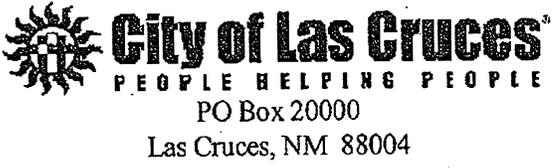
If you have any questions regarding this matter please call me at (575) 541-2696.

Sincerely,

Martha Montoya
Contract Analyst

<input checked="" type="checkbox"/>	I wish to renew the contract from RFP 08-09-326 Utility Engineering Services Price Agreement
<input type="checkbox"/>	I do not wish to renew the contract from RFP 08-09-326 Utility Engineering Services Price Agreement
Signed:	Title: <u>PRESIDENT</u>

Attachment: Amendment to contract



10 OCT 21 11:29 AM

September 30, 2010

Mr. Kurt Hellermann
CH2M Hill, Inc.
4041 Jefferson Plaza NE, Suite 200
Albuquerque, NM 87109

F A C S I M I L E: (505) 883-7507
Re: Renewal RFP 08-09-326 Utility Engineering Services PA

Dear Mr. Hellermann,

The City of Las Cruces would like to exercise the renewal option from RFP 09-10-440, second extension of original RFP 08-09-326 Utility 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:

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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.

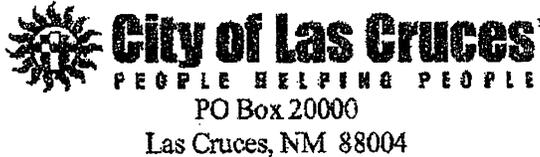
If you have any questions regarding this matter please call me at (575) 541-2696.

Sincerely,

Martha Montoya
Contract Analyst

<input checked="" type="checkbox"/> I wish to renew the contract from RFP 08-09-326 Utility Engineering Services Price Agreement <input type="checkbox"/> I do not wish to renew the contract from RFP 08-09-326 Utility Engineering Services Price Agreement Signed: <u>Barbara S. Crockett</u> Title: <u>Vice President</u>

Attachment: Amendment to contract



September 30, 2010

10 OCT 7 11:53 AM

Mr. Dave Maxwell
Engineers inc.
301 W. College Avenue Suite 1
Silver City, NM 88061

F A C S I M I L E: (575) 538-5410
Re: Renewal RFP 08-09-326 Utility Engineering Services PA

Dear Mr. Maxwell,

The City of Las Cruces would like to exercise the renewal option from RFP 09-10-440, second extension of original RFP 08-09-326 Utility 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.

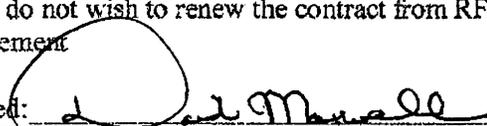
If you have any questions regarding this matter please call me at (575) 541-2696.

Sincerely,

Martha Montoya
Contract Analyst

I wish to renew the contract from RFP 08-09-326 Utility Engineering Services Price Agreement

I do not wish to renew the contract from RFP 08-09-326 Utility Engineering Services Price Agreement

Signed:  Title: Chief Executive Officer

Attachment: Amendment to contract



10 OCT 5 12:53 PM

September 30, 2010

Mr. Eddie C. Livingston, P.E.
 Livingston Associates, P.C.
 500 Tenth Street, Ste. 300
 Alamogordo, NM 88310

F A C S I M I L E: (575) 439-1332
 Re: Renewal RFP 08-09-326 Utility Engineering Services PA

Dear Mr. Livingston,

The City of Las Cruces would like to exercise the renewal option from RFP 09-10-440, second extension of original RFP 08-09-326 Utility 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 08-09-326 Utility Engineering Services Price Agreement <input type="checkbox"/> I do not wish to renew the contract from RFP 08-09-326 Utility Engineering Services Price Agreement Signed: _____ Title: <u>PRESIDENT</u>

Attachment: Amendment to contract



PO Box 20000
Las Cruces, NM 88004

10 OCT 5 12:59 PM

September 30, 2010

Mr. Daniel Aguirre, P.E.
Wilson & Company, Inc.
4900 Lang Ave. NE
Albuquerque, NM 87109

F A C S I M I L E: (505) 348-4055
Re: Renewal RFP 08-09-326 Utility Engineering Services PA

Dear Mr. Aguirre,

The City of Las Cruces would like to exercise the renewal option from RFP 09-10-440, second extension of original RFP 08-09-326 Utility 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 08-09-326 Utility Engineering Services Price Agreement
<input type="checkbox"/>	I do not wish to renew the contract from RFP 08-09-326 Utility Engineering Services Price Agreement
Signed:	Title: <u>VICE PRESIDENT</u>

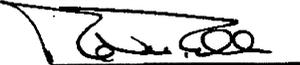
Attachment: Amendment to contract

**UTILITY ENGINEERING SERVICES PRICE AGREEMENT
ANNUAL EXTENSION
(RFP NO. 08-09-326)**

Pursuant to Section 9 of the Utility Engineering Services Contract dated January 20, 2009 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.

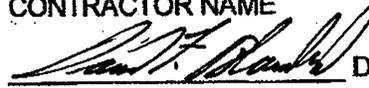
CITY OF LAS CRUCES



Date: 12/15/2010

Robert Telles,
Purchasing Manager

CONTRACTOR NAME



Date: 10-1-10

Signature

DAVID F. BLANCHARD, PRESIDENT
Printed Name/Title

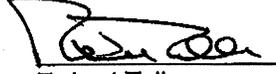
10 OCT 21 11:30AM

**UTILITY ENGINEERING SERVICES PRICE AGREEMENT
ANNUAL EXTENSION
(RFP NO. 08-09-326)**

Pursuant to Section 9 of the Utility Engineering Services Contract dated January 20, 2009 between the City of Las Cruces (City) and CH2M Hill, Inc. (Contractor), the City and Contractor agree to extend the term of the Agreement for a period of one (1) year, to begin January 30, 2011 and terminate January 29, 2012.

All other terms of the Agreement will remain the same.

CITY OF LAS CRUCES

 Date: 12/10/2010

Robert Telles,
Purchasing Manager

CONTRACTOR NAME

 Date: 10/13/10
Signature

Barbara L. Crockett / Vice President
Printed Name/Title

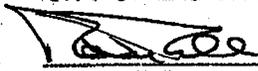
**UTILITY ENGINEERING SERVICES PRICE AGREEMENT
ANNUAL EXTENSION
(RFP NO. 08-09-326)**

10 OCT 7 11:53 AM

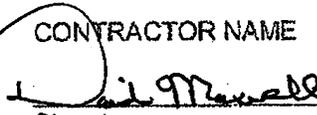
Pursuant to Section 9 of the Utility Engineering Services Contract dated January 20, 2009 between the City of Las Cruces (City) and Engineers Inc. (Contractor), the City and Contractor agree to extend the term of the Agreement for a period of one (1) year, to begin January 20, 2011 and terminate January 19, 2012.

All other terms of the Agreement will remain the same.

CITY OF LAS CRUCES

 Date: 12/10/2010
Robert Telles,
Purchasing Manager

CONTRACTOR NAME

 Date: 10/2/10
Signature
David Maxwell, CEO
Printed Name/Title

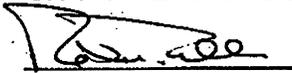
10 OCT 5 12:53 PM

**UTILITY ENGINEERING SERVICES PRICE AGREEMENT
ANNUAL EXTENSION
(RFP NO. 08-09-326)**

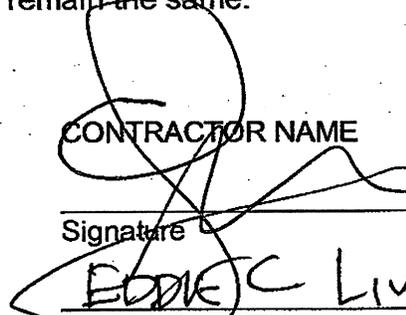
Pursuant to Section 9 of the Utility Engineering Services Contract dated January 20, 2009 between the City of Las Cruces (City) and Livingston Associates, P.C. (Contractor), the City and Contractor agree to extend the term of the Agreement for a period of one (1) year, to begin January 27, 2011 and terminate January 26, 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
EDDIE C LIVINGSTON
Printed Name/Title
PRESIDENT

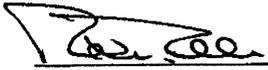
**UTILITY ENGINEERING SERVICES PRICE AGREEMENT
ANNUAL EXTENSION
(RFP NO. 08-09-326)**

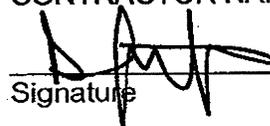
OCT 5 12:59PM

Pursuant to Section 9 of the Utility 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 Wilson & Company, Inc.

Signature Date: 10/1/2010
DANIEL AGUIRRE / VICE PRESIDENT
Printed Name/Title