

# City of Las Cruces®

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## Council Action and Executive Summary

Item # 6

Ordinance/Resolution# 11-12-308

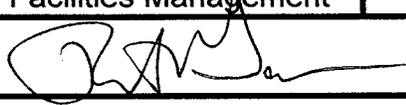
For Meeting of \_\_\_\_\_  
(Ordinance First Reading Date)

For Meeting of November 21, 2011  
(Adoption Date)

**TITLE:** A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO MOLZEN-CORBIN & ASSOCIATES FOR THE PREPARATION OF A PROJECT DEVELOPMENT AND MANAGEMENT MANUAL (RFP 11-12-308) IN THE AMOUNT OF \$134,811.00 PLUS \$10,195.08 (NMGRT) AND AN ALLOWANCE OF \$6,740.55 FOR A TOTAL AMOUNT OF \$151,746.63; AND TO AMEND THE FY 2011-2012 BUDGET.

### PURPOSE(S) OF ACTION:

To authorize award of a contract for the preparation of a City-wide project development and management manual.

<b>COUNCIL DISTRICT: VAR</b>		
<b><u>Drafter/Staff Contact:</u></b> Eric Martin <i>Eric Martin</i>	<b><u>Department/Section:</u></b> Public Works/ Facilities Management	<b><u>Phone:</u></b> 541-2902
<b><u>City Manager Signature:</u></b>		

### BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

In early 2011, the City Manager outlined several goals and objectives that he desired to be accomplished. The Strategic Plan outlined:

Goal 2: Improve Employee Morale and Performance

Objective 7: Within the first 12 months, establish and measure meaningful performance measures

Task 7d: Implement a City-wide Project Development Guide to ensure consistency and predictability for all involved in project development activities.

A committee of staff from various departments including Public Works, Facilities, Utilities, and Internal Audit was formed. Discussions centered around various approaches to implement design and construction contracts in their respective departments in a consistent manner. For example, Public Works already uses the Project Development Guide (PDG) developed in 2004. In addition, the Internal Audit office recommended that a comprehensive PDG be developed to include all project management functions in the City. After soliciting input from staff, a Request for Proposal (RFP) was developed.

RFP 11-12-308 was let with the intent of the successful proposer producing a Project Development and Management Manual that incorporates the existing 2004 PDG, as well as best practices as it relates to the plan, design, and construction of projects. The manual's goal is to establish a set of processes and procedures to be applied consistently across the different functional departments while acknowledging and addressing that there are unique situations applicable to the various professional practices as they relate to architecture, engineering, and other services.

At the conclusion of the RFP advertising and evaluation process, two proposals were reviewed by the Selection Advisory Committee. Molzen-Corbin & Associates was the highest ranked proposer. After final review and successful negotiations, which included reducing the project's cost by approximately 11%, staff proposes awarding the contract to this firm for the creation of the Project Development and Management Manual.

**SUPPORT INFORMATION:**

1. Resolution.
2. Exhibit "A", Purchasing Manager's Request to Contract.

**SOURCE OF FUNDING:**

<b>Is this action already budgeted?</b>	Yes	<input type="checkbox"/>	See fund summary below
	No	<input checked="" 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 checked="" type="checkbox"/>	Proposed funding is from fund balance the 2650 & 2600 Fund.
<b>Does this action create a revenue?</b>	Yes	<input type="checkbox"/>	Funds will be deposited into this fund: in the amount of \$ ___ for FY ___.
	No	<input checked="" type="checkbox"/>	There is no new revenue generated by this action.

**BUDGET NARRATIVE**

The revision of the Project Development Guide is a result of the recently completed audit for Public Works, Utilities, and Facilities. This was not included in the current budget as the results of all audits were not available at the time the budget was submitted.

**FUND EXPENDITURE SUMMARY:**

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
<i>AU</i> General Building Capital Outlay	40803020-852100	\$50,582.21	\$2,385,217.60	\$2,334,635.09	Other Capital Projects
Utilities Purchased Services	51518030-722190	\$50,582.21	\$331,602.17	\$281,019.96	Other Purchased Services
Engineering Fund	10226100-722190	\$17,000.00	\$36,649.94	\$20,149.94	Other Purchased Services
Flood Control Operations	26226070-722190	\$16,500.00	\$16,500.00 ** Pending Budget Adjustment	\$0.00	N/A
Street Maintenance	26226080-722190	\$17,082.21	\$17,082.21 ** Pending Budget Adjustment	\$0.00	N/A

**OPTIONS / ALTERNATIVES:**

1. Vote "Yes"; this will approve the resolution authorizing the award of a contract to Molzen-Corbin & Associates for the preparation of a Project Development and Management Manual (RFP 11-12-308) in the amount of \$134,811.00 plus \$10,195.08 (NMGRT) and an allowance of \$6,740.55 for a total authorization of \$151,746.63; and to amend the FY12 budget.
2. Vote "No"; this will not approve the resolution authorizing the award of a contract to Molzen-Corbin & Associates for the preparation of a Project Development and Management Manual (RFP 11-12-308) in the amount of \$134,811.00 plus \$10,195.08 (NMGRT) and an allowance of \$6,740.55 for a total authorization of \$151,746.63; and to amend the FY12 budget. Therefore, staff would need to seek other options to use the remaining fund balance to prevent potential reversion of the funds to the state.
3. Vote to "Amend"; this will direct staff to proceed as amended by City Council.
4. Vote to "Table"; this will direct staff to review other options.

**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. 10-11-448

**RESOLUTION NO. 11-12-308**

**A RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT TO MOLZEN-CORBIN & ASSOCIATES FOR THE PREPARATION OF A PROJECT DEVELOPMENT AND MANAGEMENT MANUAL (RFP 11-12-308) IN THE AMOUNT OF \$134,811.00 PLUS \$10,195.08 (NMGR) AND AN ALLOWANCE OF \$6,740.55 FOR A TOTAL AMOUNT OF \$151,746.63; AND TO AMEND THE FY 2011-2012 BUDGET.**

The City Council of the City of Las Cruces is informed that:

**WHEREAS**, the City Manager outlined several goals and objectives that he desired to be accomplished. That the Strategic Plan outlined Goal 2, Objective 7, Task 7d: Implement a City-wide Project Development Guide to ensure consistency and predictability for all involved in project development activities; and

**WHEREAS**, a committee of staff from various departments including: Public Works, Facilities, Utilities, and Internal Audit was formed to work towards accomplishing the assigned task; and

**WHEREAS**, RFP 11-12-308 was let with the intent of the successful proposer producing a Project Development and Management Manual that incorporates the existing 2004 Project Development Guide, as well as best practices as it relates to the plan, design, and construction of projects; and

**WHEREAS**, the Selection Advisory Committee received two proposals to provide such services. After final review and subsequent negotiations, Molzen-Corbin & Associates was selected as the recommended vendor to develop the Project Development and Management Manual.

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

(I)

THAT City staff is authorized to award a contract to Molzen-Corbin & Associates in the amount of \$134,811.00 plus \$10,195.08 (NMGRT) and an allowance of \$6,740.55 for a total amount of \$151,746.63 to develop a Project Development and Management Manual.

(II)

THAT the Purchasing Manager's Request to Contract Exhibit "A" is hereby attached hereto.

(III)

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

DONE and APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2011.

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

(SEAL)

VOTE:

Mayor Miyagishima: \_\_\_\_\_  
Councillor Silva: \_\_\_\_\_  
Councillor Smith: \_\_\_\_\_  
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: November 21, 2011**

**Resolution No.: 11-12-308**

**Contract Purchase For  
Creation of a Project Development and Management Manual**

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

**RFP SOLICITATION INFORMATION:**

- 1. RFP No./ Due Date: **RFP No. 11-12-308 / July 7, 2011**
- 2. Description: **Project Development and Management Manual**
- 3. Using Department: **Public Works**
- 4. Number of Responses Accepted: **Two (2)**
- 5. Award Recommendation To: **Molzen-Corbin & Associates**
- 6. Total Award Amount: (includes any tax and contingency) **\$151,746.63**
- 7. Contract Duration: **Six (6) Months**

**LOCAL PREFERENCE FACTOR**

Local Preference Factor Applied Per LCMC §24-100	No		LCMC §24-100 not applicable to this solicitation
	Yes	X	Made A Difference To Awards(s)
		X	Made No Difference To Bid Award(s)

**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 24-92**.

  
 Purchasing Manager

/ 11/21/11  
 Date

**CONFIRMATION OF FUND ENCUMBRANCE:**

REQUISITION or PURCHASE ORDER NUMBER:	<b>12101593</b>
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## EXHIBIT "B"

**CITY OF LAS CRUCES  
ADOPTED BUDGET FY 2011/2012**

<b>FUND</b>	<b>DIVISION</b>		<b>FUND TYPE</b>	
<b>Street Maintenance Operations Fund 2600</b>	<b>Public Works</b>		<b>Special Revenue</b>	
	<b>FY 2010/11 Preliminary*</b>	<b>FY 2011/12 Adopted</b>	<b>Adjustment</b>	<b>FY 2011/12 Adjusted</b>
<b>RESOURCES</b>				
Beginning Balance	\$ 129,444	365,758		365,758
<b>REVENUES</b>				
570010 Investment Income	\$ 5,430	1,000		1,000
590051 Net Incr (Decr) Fair Value Investment	(4,181)	0		0
<b>Total Revenues</b>	\$ 1,249	1,000	0	1,000
<b>Total Resources</b>	\$ 130,693	366,758	0	366,758
<b>EXPENDITURES</b>				
26226020 Sidewalk Reconstruction - Personnel	\$ 162,386	330,157		330,157
26226020 Sidewalk Reconstruction - Operating	15,713	17,500		17,500
26226030 Signs & Markings - Operating	145,687	225,468		225,468
26226080 Street Maintenance - Operating	0	0	17,083	17,083
<b>Total Expenditures</b>	\$ 323,786	573,125	17,083	590,208
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfer from Fund 4202 - GRT Street Maintenance	\$ 558,851	450,000		450,000
<b>Total Other Financing Sources (Uses)</b>	\$ 558,851	450,000	0	450,000
<b>ENDING BALANCE</b>	\$ 365,758	243,633	(17,083)	226,550

\*Preliminary as of 11/7/11.

## EXHIBIT "B" CONTINUED

**CITY OF LAS CRUCES**  
**ADOPTED BUDGET FY 2011/2012**

FUND	DIVISION		FUND TYPE	
Flood Control Operations Fund 2650	Public Works		Special Revenue	
	FY 2010/11 Preliminary*	FY 2011/12 Adopted	Adjustment	FY 2011/12 Adjusted
<b>RESOURCES</b>				
Beginning Balance	\$ 166,335	65,103		65,103
<b>REVENUES</b>				
570010 Investment Income	3,511	3,000		3,000
570015 Net Incr (Decr) Fair Value Investment	(6,107)	0		0
<b>Total Revenues</b>	\$ (2,596)	3,000	0	3,000
<b>Total Resources</b>	\$ 163,739	68,103	0	68,103
<b>EXPENDITURES</b>				
26226040 Drainage Maintenance - Personnel	\$ 301,330	326,471		326,471
26226040 Drainage Maintenance - Operating	217,383	218,151		218,151
26226070 Flood - Operating	0	0	16,500	16,500
26800010 Major Maintenance Program - Capital	194,923	0		0
<b>Total Expenditures</b>	\$ 713,636	544,622	16,500	561,122
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfer from Fund 4400 - Flood Control	\$ 615,000	550,000		550,000
<b>Total Other Financing Sources (Uses)</b>	\$ 615,000	550,000	0	550,000
<b>ENDING BALANCE</b>	\$ 65,103	73,481	(16,500)	56,981

\*Preliminary as of 11/7/11.