

CITY OF HIGH POINT

AGENDA ITEM

**Title: Authorization and Approval for Geotechnical & Material Testing Services****From:** Jeffrey A Moore, Financial Services Director**Meeting Date:** October 2, 2017**Public Hearing:** No**Advertising Date /** 8/08/2017**Advertised By:** Purchasing**Attachments:** Recommendation / Summary Memo

PURPOSE:

The Financial Services Department recommends that the City Council approve the selection of seven (7) Geotechnical and Material Testing Firms to provide such services for City departments on an as needed basis through master agreements.

BACKGROUND:

On September 6, 2017, proposals were received from qualified Consultants to provide professional services to support various City Departments on an on-call basis. A Master Agreement ("Agreement") will be entered in to with the selected Consultant(s) to supply services in the following areas of work: testing services including geotechnical and materials/specialty testing of concrete, asphalt, solids, construction materials and coatings. Tasks to be performed under this Agreement will be assigned by a Scope of Services Supplemental Agreement ("Supplemental Agreement"). Department personnel will have the opportunity to select a Consultant from the master list best qualified to perform individual projects. Fees will be negotiated with the selected Consultant, after which a Supplemental Agreement will be prepared for the project.

Proposals were received from seven qualified Consultants. A selection committee comprised of staff from Purchasing, Facilities Services, Public Services, and the Engineering Departments reviewed the proposals and determined that all seven Consultants were qualified to perform the required services. Based on the reviews and recommendations from the committee members, and the expected level of work to be performed over the next several years, staff recommends that Master Agreements with the following Consultants: Atlantic Coast, ECS, ESP, GeoHydro, S&ME, Summit and Terracon

BUDGET IMPACT:

No additional impact. Funds are budgeted annually as well as in capital project ordinances when adopted.

RECOMMENDATION / ACTIONS REQUESTED:

City Council is requested to authorize the City Manager and the appropriate city officials to execute Master Professional Service Agreements for Geo-Technical and Materials Testing with Atlantic Coast, ECS, ESP, GeoHydro, S&ME, Summit and Terracon



**FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL**

DEPARTMENT: **Financial Services / Purchasing**

COUNCIL AGENDA DATE: **October 2, 2017**

BID NO.: **RFQ 09-090617**

CONTRACT NO.:

DATE OPENED: **Sep 6, 2017**

DESCRIPTION:

On-Call Geotechnical & Material Testing Services - Award to following (7) Firms: Atlantic Coast, ECS, ESP, GeoHydro, S&ME, Summit and Terracon

PURPOSE:

On September 6, 2017 proposals were received from qualified Consultants to provide professional services to support various City Departments on an on-call basis. A Master Agreement ("Agreement") will be entered in to with the selected Consultant(s) to supply geotechnical and material testing services.

COMMENTS:

Proposals were received from seven qualified Consultants. A selection committee comprised of staff from Purchasing, Facilities Services, Public Services and the Engineering Department reviewed the proposals and determined that all seven Consultants were qualified to perform the required services.

RECOMMEND AWARD TO: **Seven (7) Firms Listed Above**

AMOUNT:

JUSTIFICATION:

To retain firms on an "On-Call" basis to expedite needed services for City departments based on a master agreement whereas supplementals will be utilized off of said master agreements to have such services completed in a timely manner without having to bid and/or advertise on every situation.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD:

Digitally signed by Jeffrey A. Moore
DN: cn=Jeffrey A. Moore, o=City of High Point, NC, ou=Financial
Services Director, email=jeff.moore@highpointnc.gov, c=US
Date: 2017.09.15 21:00:36 -0400

DATE: **Sep 15, 2017**

The Purchasing Division concurs with recommendation submitted by the **Finance Department and recommends award to the lowest responsible, responsive bidder **Seven Firms** in the amount of \$.**

PURCHASING MANAGER: **Erik Conti**

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email=erik.conti@highpointnc.gov, c=US
Date: 2017.09.15 13:31:43 -0400

DATE: **Sep 15, 2017**

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR:

Digitally signed by Jeffrey A. Moore
DN: cn=Jeffrey A. Moore, o=City of High Point, NC,
ou=Financial Services Director,
email=jff.moore@highpointnc.gov, c=US
Date: 2017.09.21 21:01:04 -0400

DATE: **Sep 21, 2017**

CITY MANAGER: **Greg Demko**

Digitally signed by Greg Demko
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email=greg.demko@highpointnc.gov, c=US
Date: 2017.09.22 10:06:33 -0400

DATE: **Sep 22, 2017**

Financial Services

Purchasing Division

ERIK CONTI,
PURCHASING MANAGER



DATE: September 15, 2017

TO: Jeff Moore, Financial Services Director

FROM: Erik Conti, Purchasing Manager

SUBJECT: RFQ 09-090617 – On-Call Geotechnical & Material Testing Services

Please consider the following item for the October 2, 2017 Council Agenda:

On September 6, 2017, proposals were received from qualified Consultants to provide professional services to support various City Departments on an on-call basis. A Master Agreement ("Agreement") will be entered into with the selected Consultant(s) to supply services in the following areas of work: testing services including geotechnical and materials/specialty testing of concrete, asphalt, solids, construction materials and coatings. Tasks to be performed under this Agreement will be assigned by a Scope of Services Supplemental Agreement ("Supplemental Agreement"). Department personnel will have the opportunity to select from the master list the Consultant best qualified to perform individual projects. Fees will be negotiated with the selected Consultant after which a Supplemental Agreement will be prepared for the project.

Proposals were received from seven (7) qualified Consultants. A selection committee comprised of staff from Purchasing, Facilities Services, Public Services and the Engineering Department reviewed the proposals and determined that all seven Consultants were qualified to perform the required services. Based on the reviews and recommendations from the committee members, it is recommended that Master Agreements be entered into with the following Consultants:

Atlantic Coast Engineering and Testing, Inc.
8 Lockheed Ct
Greensboro, NC 27409

ECS Carolinas, LLP
4811 Koger Blvd.
Greensboro, NC 27407

ESP Associates, P.A.
711 Albert Pick Road, Suite E
Greensboro, NC 27409

Geo-Hydro Engineers
6905 Downwind Rd., Suite K
Greensboro, NC 27409

S&ME, Inc.
8646 W. Market Street, Suite 105
Greensboro, NC 27409

Summit Design & Engineering
504 Meadowland Drive
Hillsborough, NC 27278

Terracon Consultants
7327-G West Friendly Ave.
Greensboro, NC 27410

Entering in to a Master Agreement does not guarantee a consultant that its professional services will be required. Also the City retains the right to issue future Request for Qualifications as needed, and to solicit responses from consultants not selected to perform under the Master Agreement(s).

The period for these Agreement(s) is for five (5) years. The RFQ also allowed for the City to renew its Request for Statement of Qualifications for On-Call Consultants following the five-year period, as necessary.

Erik Conti, CLGPO
Purchasing Manager
City of High Point, North Carolina
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