



AGENDA INFORMATION SHEET

DEPARTMENT: Materials Management

CM: Todd Hileman

DATE: November 14, 2017

SUBJECT

Consider adoption of an ordinance authorizing the City Manager to execute a Professional Services Agreement (PSA) for engineering services related to the review of development projects for the City of Denton, and providing an effective date (File 6629—awarded to Kimley-Horn and Associates, Inc. in the not-to-exceed amount of \$175,000).

BACKGROUND INFORMATION

City of Denton has had a turnover in staff over the last six months that has reduced the engineering review capacity to perform development reviews in a timely manner. The reduction in staff comes at a time of increased development activity within the City's extra-jurisdictional and jurisdictional limits. As such, workloads and demands on staff time have decreased staff efficiency and accuracy to fulfill review timelines. The engineering review team has two vacancies currently open and the City is actively seeking applicants to fill these vacancies. It is anticipated that the hiring of staff to fill existing vacancies will require at least three months to complete, putting the timeline for securing internal resources into the first month of 2018.

In the short term, the City needs to be able to increase its capacity to meet development review demands. Recently, the City has utilized Kimley-Horn and Associates, Inc. on a very interim basis to provide staff augmentation in preliminary project reviews. The staff augmentation of a single graduate engineer did facilitate better efficiency by freeing up current City staff to spend their time and energy on activities directly related to the development review process. With the current increase in development activity, it is necessary to further increase the capability and experience of the staff augmentation role through the utilization of experienced licensed professional engineers.

In accordance with Texas Local Government Code 252.022, the procurement of professional services is exempt from the requirement of competition based selection. Therefore, the City subsequently requested a comprehensive proposal from Kimley-Horn and Associates, Inc. for professional services associated with the City's development review process. Kimley-Horn and Associates, Inc. has multiple professional engineers within their Metroplex offices to facilitate greatly increased development review efficiency and timeliness. These engineers have a wealth of development knowledge and experience with the City of Denton's development requirements and processes. It is with this basis that Kimley-Horn and Associates, Inc. is the most qualified to both enable the City to maintain its obligations and expectations to the development community while simultaneously adapting (and assisting) to the change currently initiated by City staff to streamline the City's Development Processes (Exhibit 2).

Currently, the City is advertising a Request for Qualifications for Professional Engineering Services to include development review, project management, roadway and intersection design, traffic signal and street light design, wastewater design, water system design and storm water design. However, this RFQ began advertising November 3, 2017, with the selection and award phases of this process concluding in January of 2018. The contract recommended by staff provides a temporary solution for the City to increase development review capacity until internal staff can be hired and the Professional Services RFQ selection process can be completed.

RECOMMENDATION

Award a professional services agreement for the review of private development projects within the City of Denton to Kimley-Horn and Associates, Inc., in an amount not-to-exceed \$175,000.

PRINCIPAL PLACE OF BUSINESS

Kimley-Horn and Associates, Inc.
Fort Worth, TX

ESTIMATED SCHEDULE OF PROJECT

The proposed professional services are estimated to be for three (3) months but may continue until the approved funding amount has been exhausted or the new RFQ for engineering services currently on the market has been awarded.

FISCAL INFORMATION

The services will be funded from savings in the current full time employee savings and from the Engineering Services Outside Contracting Services account 250029444.1360.10100. Staff anticipates that the salary savings and associated expenses from three (3) vacant positions in the engineering review team will cover the cost of the contract with Kimley-Horn and Associates, Inc. Requisition# 136639 has been entered in the Purchasing software system.

STRATEGIC PLAN RELATIONSHIP

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

Related Key Focus Area: Organizational Excellence
Related Goal: 3.4 Encourage development, redevelopment, recruitment, and retention

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Staff Memo
Exhibit 3: Ordinance
Exhibit 3: Contract

Respectfully submitted:
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Purchasing Manager

For information concerning this acquisition, contact: Todd Estes at 349-8917.