



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Christine Taylor
DATE: March 4, 2025

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to approve a pre-qualified professional services list for construction inspection and construction management services for various Capital Improvement Projects within the City of Denton for the Capital Projects Department; and providing an effective date (RFQ 8706 – for a two (2) year, with the option for one (1) additional one (1) year extension, in the total three (3) year term).

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Enhance Infrastructure and Mobility.

INFORMATION/BACKGROUND

The proposed contract intends to supplement current staffing levels, provide specialty item experience, and reduce staff time within Public Works, a division within the Capital Projects Department. On November 22, 2024, a Request for Qualifications (RFQ) was advertised for two (2) separate services which were Construction Management and Construction Inspection services. Statements of Qualifications (SOQs) were received from 13 consultants before the submittal deadline of January 8, 2025.

The RFQ process involved the review of the 13 SOQs and the scoring of each consultant for the categories submitted. This process ensures that all consultants are reviewed fairly and based on criteria spelled out to each consultant in the original RFQ. The goal of the City of Denton's pre-qualified Construction Management and Inspections Services list is to provide a list of approved consultants from which the Public Works Inspections Division can choose to supplement staffing levels or provide specialty services that the City's personnel could not otherwise provide. A ranking of the pre-qualified vendors in the required service will be performed for every project using the list on an as-needed basis. The City will then negotiate the scope and price with the highest-ranked consultant. If the City and the firm cannot agree on the overall amount, the City moves on to the next firm to gain the best possible contract for the City and the project.

Any consultant that was pre-qualified under the RFQ is eligible to receive contracts for services that would go through the normal negotiation process, including City Council and Public Utilities Board consideration (where applicable). It is intended that this method of qualifying consultants for current and future services will be repeated every three (3) years and is eligible for use by any City of Denton departments and divisions when these services are required.

Request for Qualifications was sent to 1,186 prospective suppliers, including 80 Denton firms of this item. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. Thirteen (13) statements of qualifications were received and evaluated based upon published criteria. All firms scoring 80 or higher in a given category were placed on the pre-qualified list for that respective category. The evaluation team is recommending the approval of five (5) qualified firms for the construction inspection category and five (5) qualified firms for the construction management category.

NIGP Code Used for Solicitation:	911, 912, 913, and 914
Notifications sent for Solicitation sent in IonWave:	1,186
Number of Suppliers that viewed Solicitation in IonWave:	52
HUB-Historically Underutilized Business Invitations sent out:	134
SBE-Small Business Enterprise Invitations sent out:	383
Responses from Solicitation:	13

RECOMMENDATION

Recommend approval of a pre-qualified professional services list for construction inspection and construction management services for various Capital Improvement Projects within the City of Denton for the Capital Projects Department.

ESTIMATED SCHEDULE OF PROJECT

This is an initial two (2) year contract with options to extend the contract for one (1) additional one (1) year period, with all terms and conditions remaining the same.

FISCAL INFORMATION

No funds are requested or required to be spent as part of this approval. Individual contracts will be negotiated with each firm and purchase orders will be issued as needed.

EXHIBITS

- Exhibit 1: Agenda Information Sheet
- Exhibit 2: Evaluation Sheet
- Exhibit 3: Ordinance

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Trevor Crain, 940-349-7426.

Legal point of contact: Marcella Lunn at 940-349-8333.