

MEMORANDUM

TO: Claire Powell, City Manager

THROUGH: David Erb, Finance Director

FROM: Earl Whitaker, Purchasing Manager

DATE: December 4, 2023

SUBJECT: **Approval of a Professional Services Agreement for Project Control Services to Peak Program Value, LLC, Boulder, Colorado, for \$93,360; and Authorization for the City Manager, or Her Designee, to Execute the Agreement.**

BACKGROUND

The process of selecting a professional service provider is stated in the Texas Government Code Chapter 2254, *Professional and Consulting Services*. Professional service providers are to be selected on the basis of demonstrated competence and qualifications to perform the service.

ANALYSIS

The City conducted a Request for Qualifications (RFQ) and received 4 responses on June 28, 2022. The RFQ's intent was to establish a list of qualified consultants to provide project control services and cost management services for capital improvement projects on an as needed basis as projects are identified. Upon reviewing the responses, it was determined that three (3) proposers were qualified and were added to the notification list. When the Fire Training Structures project was identified, Peak Program Value, LLC was selected from this list to provide services, based on their experience with vertical structures within municipalities, specifically public safety structures. The proposal presented and accepted by the City is in the amount of \$93,360.

CITY STAFF'S RECOMMENDATION

That the City Council approve the agreement and authorize the City Manager, or her designee, to execute the contract as set forth in the caption above.