

## **MEMORANDUM**

**TO:** Donna Barron, City Manager

**THROUGH:** Brenda Martin, Finance Director

**FROM:** Todd White, Purchasing Manager

**DATE:** August 24, 2018

**SUBJECT:** **Approval of a Professional Services Agreement with Ramel Company, LLC, Fort Worth, Texas, for Providing Construction Management Services for the Multigenerational Recreation Center, Thrive, in the Amount of \$256,000; and Authorization for the City Manager to Execute the Agreement.**

### **BACKGROUND**

A request for qualifications (RFQ) was created and posted on Bidsync.com February 16, 2018. 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**

Qualification statements were due March 15, 2018 and four (4) were received. One was disqualified for providing qualifications for a different scope of work than what was requested. An evaluation team was created to review, analyze, and score the statements in accordance with weighted factors that were listed in the RFQ. The evaluation team consisted of Eric Ferris, Assistant City Manager, Stacie Anaya, Director of Parks and Recreation; Wayne Snell, Director Neighborhood Services; Keith Marvin, Director of Public Services; Hilary Bowe, Recreation Manager; Eric Schrack, Chief Construction Inspector; and Tim Ippolito, Fire Marshal. The qualification statements were evaluated using the following criteria:

Qualifications and Experience of the Firm	40%
Indoor Pool Experience of staff	30%
References	10%
Evaluation of Typical Work Plan	10%
Interview	10%

At the conclusion of the evaluation, Ramal Company, LLC, was selected on the basis of receiving the highest score.

### **RECOMMENDATION**

That the City Council approve the agreement as set forth in the caption above; and authorize the City Manager to execute the agreement.