

# T Transportation Committee

Meeting date: September 13, 2010

Metropolitan Council Meeting: September 22, 2010

## ADVISORY INFORMATION

|                                |  |
|--------------------------------|--|
| <b>Date:</b>                   | <b>August 6, 2010</b>  |
| <b>Subject:</b>                | <b>Master Contracts for Design Services</b>  |
| <b>District(s), Member(s)</b>  | <b>All</b>   |
| <b>Policy/Legal Reference:</b> | <b>MN Statute 473.405 subd. 3</b>  |
| <b>Staff</b>                   | <b>Brian J. Lamb, General Manager, 612-349-7510</b>  |
| <b>Prepared/Presented:</b>     | <b>Tom Thorstenson, Director, E &amp; F, 612-349-7689</b><br><b>Pat Jones, Asst. Director, E &amp; F 612/349-7606</b><br><b>Joe Edwards, Project Manager, E &amp; F 612/349-7676</b> |
| <b>Division/Department:</b>    | <b>Metro Transit Engineering &amp; Facilities</b>  |

### Proposed Action

That the Metropolitan Council authorize the Regional Administrator to execute seven Master Contracts for Design Services, each valued at up to \$350,000.

### Background

Since 2001, Engineering & Facilities staff have used Master Contracts for obtaining miscellaneous design and support services. Master Contracts, valid for a period of three years, identify financial terms and establish an upper value limitation. Staff authorize individual work assignments through the use of formal work orders that outline the scope, the services to be provided and the cost for such services as defined by the rates set forth in each contract. This process significantly increases staff efficiency and is well received by design consultants. Staff from other departments such as Northstar Corridor Commuter Rail, Central Corridor Light Rail Transit and Metropolitan Transit Services have also utilized these contracts.

Twelve existing Master Contracts are nearing their contract end dates (10/17/10 thru 1/30/11). Six of these have reached their contract value limitations and three additional are nearing their value limits.

As a result, Council invited proposals for identified design and related services on June 17, 2010. Thirty-two firms responded. An Evaluation Panel evaluated and ranked the proposals in accordance with established Council procedures for projects funded with Federal funds, and recommends contract awards to 14 of the firms: seven contracts for contract values up to \$350,000 and seven contracts for contract values up to \$250,000.

Council approval is required to execute seven contracts with the following firms each having a value of up to \$350,000: Kimley-Horn & Associates, AECOM, EVS, Inc., LSA Design, Inc., SRF Consulting Group, TKDA, and URS.

**Rationale**

Council Procurement Policy 3-4-3 provides for the use of Master Contracts. Master Contracts provide a proven contracting method for executing relatively small scopes of work quickly, efficiently and in a cost effective manner. These new contracts will allow Metro Transit to continue to have design services expertise available through its' Master Contracts for an additional three years.

**Funding**

Funds for the work to be completed by these contracts are to be provided by benefiting projects, as identified within individual work orders.

**Known Support / Opposition**

There is no known opposition to this recommendation.