



**Professional Services Agreement
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

AGENDA ITEM NO.: 20
AGENDA DATE: Thu 08/26/2004
PAGE: 1 of 2

SUBJECT: Authorize negotiation and execution of a professional services agreement with REINHART AND ASSOCIATES, INC., Austin, TX, for a comprehensive one-year program of inspection, testing, and monitoring City-owned equipment to prevent failure and to ensure safety compliance in an amount of \$125,000 for the first year, with three (3) one-year extension options. The estimated total cost of these services are over a four (4) year period or until funds are expended, in an amount not to exceed \$500,000.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$125,000 for the first year's services is available in the Fiscal Year 2004-2005 Proposed Operating Budget of the Fleet Maintenance Fund of the Financial and Administrative Services Department. Funding for the extension options is contingent upon available funding in future budgets.

FISCAL NOTE: There is no unanticipated fiscal impact. A fiscal note is not required.

REQUESTING Public Works
DEPARTMENT: for Financial and
Administrative Services;

DIRECTOR'S
AUTHORIZATION: Sondra Creighton

FOR MORE INFORMATION CONTACT: Virginia Whitaker - 974-2119; Felix Benavides - 974-7027; Laura Bohl - 974-7064

PRIOR COUNCIL ACTION: N/A

BOARD AND COMMISSION ACTION: N/A

PURCHASING: Best qualification statement of two received.

MBE / WBE: This contract will be awarded in compliance with Chapter 2-9 of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No sub-consulting opportunities were identified; therefore, no goals were established for this solicitation.

Various departments in the City of Austin own and operate certain mechanical equipment that is required by federal, state or local laws and/or regulations to receive annual safety inspections. Examples of the types of equipment required to be inspected are fire department aerial ladders, overhead cranes, vehicle mounted cranes, ground ladders, etc. This annual inspection is a comprehensive program of monitoring City-owned equipment to prevent failures and to ensure safety compliance.

All tests required by the specification applicable to the specific piece of equipment being tested shall be performed. The City will determine which units will be tested, and schedule those units to be available for testing on a quarterly basis. All units shall be tested each year. These tests shall ensure the integrity of each unit, solve problems in equipment failure, calculate the remaining service life of critical components, and optimize a preventive maintenance program.

The selected testing consultant shall furnish a complete documentation file on each unit of equipment inspected and/or tested. The City will provide any necessary corrections or repairs to units that fail to comply with testing standards.



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This is a comprehensive one-year program of monitoring City-owned equipment to prevent failure and to ensure safety compliance with three (3) one-year extension options. The estimated total cost of these services are approximately \$500,000 over a four (4) year period or until funds are expended. This authorization provides for funding of services related to inspection and testing services only.

This request allows for the development of a professional service agreement with the recommended firm. Should the City be unsuccessful in negotiating a satisfactory agreement with the recommended firm, negotiations will cease with that firm. Staff will then return to Council and request authorization to begin negotiations with the alternate recommendation listed below.

Due to the limited subconsulting opportunities on these projects, no MBE/WBE participation goals were established by the Department of Small and Minority Business Resources. However, the recommended firms are committed to utilizing certified MBE/WBE firms should the opportunity exist in the project assignments.

Notification of issuance of a Request for Qualifications (RFQ) for the subject services was sent to seventy-eight (78) firms on May 14, 2004. The RFQ was obtained by six (6) firms, and two (2) firms submitted qualification statements. Neither of the firms were certified Minority Owned/Women-Owned Business Enterprise (M/WBE) firms. Evaluation of the submittals of the two (2) firms results in the following recommendation:

RECOMMENDED FIRM:

REINHART AND ASSOCIATES, INC., Austin, TX

ALTERNATE RECOMMENDATION:

APTECH ENGINEERING SERVICES, INC., Houston, TX

**Public Works Department
Evaluation of Consultant Qualifications**

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Receivord

Tuesday, June 16, 2004

Project:

Inspection and Testing of Mechanical Equipment

EVALUATION MATRIX

Project Manager:

Virginia Whitaker, Fleet Services

Firm (or Joint Venture)	Item 1 [Yes or No] Active	Item 2 [Yes or No] MAYBE Good Mgt or G.F.F	Item 2 [Yes or No] Prior Firm's FEO Program	Item 3 [24] Satisfaction of Superior Performance	Item 4 [16] Experience and Knowledge of Programs Staff	Item 5 [15 weights] [20 w/o suba] Firm's Corporate Project Experience	Item 6 [15 weights] [10 w/o suba] Subcontract Firm's Corporate Project Experience	Item 7 [6] Firm's Experience with such Issues	Item 8 [12] Firm's Structural and Design Apparent	Item 9 [11] Firm's Experience with such Firms	Item 10 [100] S.B. TOTAL	Item 10 [25] Overall Performance	Item 11 [125] TOTAL POINTS
REINERT & ASSOCIATES, INC. Architect Engineering Services Inc.	Y	N/A	Y	19.00	13.00	14.67	11.33	7.33	10.67	11.00	21.67		21.67
	Y	N/A	Y	14.35	8.33	8.67	7.33	3.00	4.33	11.00	15.33		15.33