

**CITY OF PEORIA, ARIZONA
COUNCIL COMMUNICATION**

CC 16C
Amend No _____

Date Prepared April 11, 2008

Council Meeting Date June 17, 2008

TO Terry Ellis, City Manager
FROM David A. Moody, P.E., Engineering Director
PREPARED BY Dan Nissen, P.E., Assistant City Engineer
SUBJECT Award of the contract with Primatch for the preparation of the Capital Division Program Review and the development of a portion of the Project Delivery Manual (PDM) in the not to exceed amount of \$64,981 (Engineering Project No M-0811, Solicitation No P08-0065)

RECOMMENDATION

That Mayor and Council award the contract with Primatch for the preparation of the Capital Division Program Review and the development of a portion of the Project Delivery Manual (PDM) in the not to exceed amount of \$64,981

Payment will be from the Capital Division General Fund Other Professional Services Account No 1000-0812-520099

SUMMARY

The City of Peoria Engineering Department/Capital Division is committed to meeting the needs of its customers. Our mission is to deliver on-time/on-budget transportation, drainage and traffic control projects at the highest level of quality, and with minimum disruptions in the project development cycle - from a project's early planning and funding stages through design, construction and inspection, to project close-out.

Meeting our customers' diverse needs successfully requires an organizational culture of dedication to excellence through continuous training and improvement, empowerment of our employees, effective and timely communication with our customers, transparency in our operations, collaboration among peers, information sharing, ownership, and accountability.

CITY CLERK USE ONLY

Consent Agenda
 Carry Over to Date _____
 Approved
 Unfinished Business (Date heard previous _____)
 New Business

ORD # _____ RES # _____
LCON# 14308 LIC # _____
Action Date _____

It is the desire of the Capital Division to hire a consultant to collect and document current divisional internal policies, procedures and guidelines, analyze and compare the internal policies, procedures and guidelines to Best Practices, recommend changes, develop and produce a practical tool, such as a customized City of Peoria Engineering Department/Capital Division Project Delivery Manual. A Manual of this type is in itself an example of our commitment to meet the needs of our customers. The proposed manual shall institutionalize the best management practices in the Capital Division and shall serve as a guide for sound project management, will be a training tool for new engineers, and will be used by other departments and consultants to help understand how capital projects are managed by our division. The Project Delivery Manual will be used by the Capital Division for the implementation of various types of Capital Improvement Program (CIP) projects ranging from storm drains, street improvements, and traffic signals.

On February 22, 2008, the City issued a proposal for firms to respond. The solicitation was advertised in the Peoria Times as well as at McGraw-Hill Dodge, Bid Net, Bid Source and IMS, and posted on the Materials Management web site which resulted in 45 firms receiving the solicitation. Proposals were opened on March 19, 2008. A total of three firms submitted proposals for review. Primatch was ultimately selected by committee as the most advantageous and qualified firm for this project.

The consultant submitted a proposal in the not to exceed amount of \$64,981 and a summary of the tasks are provided below. The consultant shall complete all tasks within six months from the issuance of the Notice to Proceed.

- Task 1 Project meetings, coordination and administration
- Task 2 Data collection and review
- Task 3 City staff interview
- Task 4 Develop table of content and approach for the project delivery manual
- Task 5 Develop flow charts
- Task 6 Develop CIP Checklists
- Task 7 Draft submittal
- Task 8 Final submittal



City of Peoria, Arizona Notice of Request for Proposal for Professional Services



Request for Proposal No	P08-0065	Proposal Due Date	March 19, 2008
Services	Engineering Department/Capital Division Project Delivery Manual	Proposal Time	5 00 P M Arizona Time
		Purchasing Agent	Christine Finney
Location	City of Peoria Materials Management	Phone	(623) 773-7115
Mailing Address	8314 West Cinnabar Street Peoria AZ 85345		

In accordance with City of Peoria Procurement Code competitive sealed proposals for the services specified will be received by the City of Peoria Materials Management at the specified location until the date and time cited above. Proposals shall be in the actual possession of the City of Peoria Materials Management on or prior to the exact date and time indicated above. Late proposals will not be considered except as provided in the City of Peoria Procurement Code. **Proposals shall be submitted in a sealed envelope with the Request for Proposal number and the offeror's name and address clearly indicated on the front of the envelope.** All proposals shall be completed in ink or typewritten. Offerors are strongly encouraged to carefully read the entire Request for Proposal Package.

OFFER

To the City of Peoria The undersigned on behalf of the entity firm company partnership or other legal entity listed below offers on its behalf to the City a proposal that contains all terms conditions specifications and amendments in the Notice of Request for Proposal issued by the City. Any exception to the terms contained in the Notice of Request for Proposal must be specifically indicated in writing and are subject to the approval of the City prior to acceptance. The signature below certifies your understanding and compliance with Paragraph 1 of the City of Peoria Standard Terms and Conditions (form COP 202) contained in the Request for Proposal package issued by the City.

For clarification of this offer contact

Name <u>Shi-En Shiau</u>	Telephone <u>602-685-9009</u> Fax <u>602-685-9015</u>
<u>Primatech, LLC</u> Company Name	 Authorized Signature for Offer
<u>1295 W Washington Street, Suite 115</u> Address	<u>Sh-En Shiau</u> Printed Name
<u>Tempe</u> <u>AZ</u> <u>85281</u> City State Zip Code	<u>Principal</u> Title

ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Peoria Use Only)

Your offer is accepted by the City subject to approval of each written exception that your proposal contained. The contract consists of the following documents: 1) Request for Proposal issued by the City; 2) Your offer in Response to the City's Request for Proposal; and 3) This written acceptance and contract award.

As the awarded professional service provider you are now legally bound to provide the services listed by the attached award notice based on the solicitation of proposals including all terms conditions specifications amendments and your offer as now accepted by the City. The professional service provider shall not commence any billable work or provide any services under this contract until the professional service provider receives an executed Purchase Order or a Notice to Proceed.

Attested by _____
Mary Jo Kief City Clerk

cc 16C 06/17/08

Contract Number
L CON 14308

City Seal **L**

Official File _____

City of Peoria Arizona Effective Date _____

Approved as to form _____

Stephen M Kemp City Attorney

Contract Awarded Date _____

Terrence L Ellis City Manager