

**CITY OF PEORIA, ARIZONA  
COUNCIL COMMUNICATION**

CC: 9C  
Amend No. \_\_\_\_\_

Date Prepared: July 17, 2008

Council Meeting Date: August 26, 2008

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**TO:** Carl Swenson, City Manager  
**FROM:** Dan Nissen, P. E., Acting Engineering Director  
**PREPARED BY:** Ben Wilson, P. E., Civil Engineer  
**SUBJECT:** Award of the Bridge/Culvert Maintenance and Management Program development and implementation contract with Stanley Consultants in the not to exceed amount of \$399,178.00 (Solicitation No. P08-0070, Engineering Project Number B-0801)

**RECOMMENDATION:**

That Mayor and Council award a one-year term contract with four one-year renewals to Stanley Consultants for a Bridge/Culvert Maintenance and Management Program in the not to exceed amount of \$399,178.00.

Payment will be from the Transportation Sales Tax Fund, Street System Account No. 7010-7075-543001-CIPST-EN00243.

**SUMMARY:**

The City of Peoria (City) is responsible for maintaining approximately 100 existing bridges and structures (culverts) as well as planning for the design and construction of new bridges and structures. Staff is attempting to standardize the evaluation of bridges and prioritization of bridge preventative maintenance, rehabilitation and replacement projects within the City. This process will be the basis for the City's bridge project recommendations for the City's 10 year Capital Improvement Program (CIP), as well as a long term planning tool for future funding of bridge construction projects.

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**CITY CLERK USE ONLY:**

- Consent Agenda
- Carry Over to Date: \_\_\_\_\_
- Approved
- Unfinished Business (Date heard previous: \_\_\_\_\_)
- New Business
- Public Hearing: No Action Taken

ORD. # \_\_\_\_\_ RES. # \_\_\_\_\_  
LCON# 16809 LIC. # \_\_\_\_\_  
Action Date: \_\_\_\_\_

The City currently has identified 33 bridges and culverts (bridges or box culverts 20' or longer) inspected bi-annually by the Arizona Department of Transportation (ADOT) in conjunction with a Council approved Intergovernmental Agreement (IGA). In keeping with Federal requirements, records of these inspections are maintained by ADOT's Bridge Management Group and forwarded to the Federal Highway Administration (FHWA). In order for staff to standardize its evaluation and prioritization of bridge projects, a Bridge/Culvert Management and Maintenance Program (B/CMMP) is planned for development and implementation.

The goals of this program are to:

1. Maintain the existing inventory of bridges in a structurally safe and serviceable condition
2. Correct minor structural defects
3. Correct minor structural deficiencies early in a bridge's life, rather than wait until a bridge has major problems requiring costly rehabilitation, reconstruction or replacement
4. Extend the service lives of existing bridges
5. Make efficient use of limited resources

The project was advertised under the best value system (Performance-based Information Procurement System - PIPS) by Materials Management on March 27, 2008 in the Peoria Times as well as McGraw Hill Dodge, Bid Net, Bid Source, IMS and was posted on the Materials Management web site which resulted in 37 firms receiving the solicitation. Proposals were opened on April 29, 2008. A total of five firms submitted proposals for review.

The three top firms were interviewed on May 28, 2008. Stanley Consultants was ultimately selected by the committee as the most advantageous and qualified firm for this project.

The project will be phased and the tasks to be performed by the consultant shall include:

- 1) Conduct inspections of structures not currently inspected, nor will be by ADOT
- 2) Assist with the development of a comprehensive procedure to capture and catalog the inventory of bridge/culvert assets within the City. These processes include but are not limited to the following:
  - a. Develop a procedure to allow the City to collect and catalog the appropriate information related to any new bridge/culverts submitted for review through the City's development process and the CIP process. (e.g. any proposed development or CIP projects to be constructing bridges/culverts)
  - b. Establish a method of inputting new bridges/culverts into the computer based GIS layer and document management system

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**Engineering Project B-0801**

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- 3) Develop a process to identify, estimate, rank, and prioritize needed bridge/culvert improvements (preventive maintenance, rehabilitation and replacement) for consideration in the City's CIP
- 4) Develop a process for recommending CIP programming procedures for preventive maintenance and rehabilitations
- 5) Investigate possible automated integration of Hanson software and ADOT's NBIS reporting system
- 6) Update Chapter 10, Design and Submittals Standards for Bridge and Structure Plans, of the Engineering Department Development Guidelines



City of Peoria, Arizona  
Contract  
for Professional Services



Request for Proposal No: P08-0070 Proposal Due Date: April 29, 2008  
Services: Bridge/Culvert Maintenance & Management Program Proposal Time: 5:00 P.M. AZ Time  
Purchasing Agent: Peggy Ferrin  
Project No: Location: City of Peoria, Materials Management Phone: (623) 773-7780  
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: \_\_\_\_\_ Telephone: 602.333.2200 Fax: 602.333.2333

Stanley Consultants, Inc.

Company Name

1661 East Camelback Road #400

Address

Kenneth Feyen, P.E.

Printed Name

Phoenix, Arizona 85016

City State Zip Code

PROJECT PRINCIPAL

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: JC 08/26/08

City Seal

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Contract Number:  
CON 16808

Official File: \_\_\_\_\_

City of Peoria, Arizona Effective Date: \_\_\_\_\_

Approved as to form:

Stephen M. Kemp, City Attorney

Contract Awarded Date \_\_\_\_\_

Carl Swenson, City Manager