



MEMORANDUM

To: Mayor and Members of the City Council

From: Montre' D. Freeman, City Manager
Dwan A. Bell, Public Utilities Director

Date: January 19, 2024

Subj: Consideration - Authorize Execution of Master Services Agreement for On-Call Engineering Services

BACKGROUND:

In North Carolina, the procurement of professional services performed by architects, engineers, surveyors, and construction managers at risk is governed by [G.S. 143-64.31](#), sometimes referred to as the "Mini-Brooks Act." The Quality Based Selection (QBS) process is a procurement process that focuses on the qualifications of potential firms rather than their fees or the price of the contract. Local governments must use this process when selecting such professional services, i.e. engineers. On October 5, 2023, Public Utilities received six (6) responses after soliciting a Request for Qualifications for On-Call Engineering Services. Public notice by way of legal advertisement and posting on the City's website was also made. Unlike formal construction contracts that require a minimum of three bids, the Mini-Brooks Act does not require the unit to receive a minimum number of responses before initial consideration.

ANALYSIS:

After review of the six (6) QBS RFQs received on October 5th, the Public Utilities Department has determined it advantageous to issue Master Service Agreements to firms Weston & Sampson, AECOM, WithersRavenel, Timmons Group, JMT, & Gradient. Public Utilities staff evaluated the RFQs with criteria that included but was not limited to:

- Adherence to RFQ instructions
- Details in Statement of Qualifications
- Specialized or appropriate expertise in the type of project
- References
- Comparable Projects, and Legal claims

These highly qualified engineers are currently or have formerly worked with Public Utilities on a variety of projects including potable water projects,

wastewater projects, stormwater projects, transportation projects, arc flash risks, and other related multiplex disciplines.

STAFF RECOMMENDATION:

By motion, approve Public Utilities Director, Dwan Bell to execute the aforementioned MSAs for engineering services.