

**CITY OF BUCKEYE
Regular Council Meeting
COUNCIL ACTION REPORT**

MEETING DATE: 03/21/23	AGENDA ITEM: 4.C. On-Call Professional Service Agreement for Airport Planning Services and Engineering Services
DATE PREPARED: 03/16/23	DISTRICT NO.:
STAFF LIAISON: Paul Lopez, Deputy City Engineer, plopez@buckeyeaz.gov, (623) 349-6204	
DEPARTMENT: Engineering	AGENDA ITEM TYPE: Consent Agenda Items / New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council) Council to take action on On-Call Consulting for Airport Planning Services Agreement No. 2023117.01 with Dibble & Associates Consulting Engineers, Inc. (dba Dibble), On-Call Consulting for Airport Planning Services Agreement No. 2023117.02 with Coffman Associates, Inc., On-Call Consulting for Engineering Services Agreement No. 2023118.01 with Dibble & Associates Consulting Engineers, Inc. (dba Dibble), and On-Call Consulting for Engineering Services Agreement No. 2023118.02 with Kimley-Horn and Associates, Inc.; and authorizing the City Manager to execute and deliver said Agreements on behalf of the City of Buckeye.

SUMMARY

PROJECT DESCRIPTION:

On December 8, 2022 the Finance Department issued a Request for Qualifications (RFQ) for On-Call Airport Planning Services and Engineering Services, with the intent of contracting two consulting firms for each category. At the close of evaluations, two (2) Consulting firms were deemed the apparent most qualified for Planning Services and two (2) Consulting firms were deemed the apparent most qualified for Engineering Services, and Professional Service Agreements were prepared.

A pre-submittal meeting open to the public was held on December 20, 2022 with fourteen (14) in attendance. Statements of Qualifications (SOQs) were due on January 5, 2023 and three (3) SOQ packets were received for Planning Services and three (3) SOQ packets were received for Engineering Services.

An evaluation team of five (5) panel members were formed, team meeting scheduled and conducted on January 19, 2023 and the six (6) detailed SOQ submittals were reviewed and ranked. As a result, the following contracts were prepared:

2023117.01 Planning Services -Dibble & Associates Consulting Engineers, Inc. (dba Dibble)

2023117.02 Planning Services -Coffman Associates, Inc.

2023118.01 Engineering Services – Dibble & Associates Consulting Engineers, Inc. (dba Dibble)

2023118.02 Engineering Services – Kimley-Horn and Associates, Inc.

The contract period for each of the awarded contracts is for an initial term of one (1) year with no more than four (4) additional one-year extensions. During the term of the contract, work shall be conducted as a series of individual Task Orders with estimated values of \$50,000 to \$500,000. As Capital Improvement Projects (CIP) are developed and funded, each Task Order shall be approved in strict accordance with the City procurement code.

Over the next five (5) years, the City expects to execute several Capital Improvement Projects (CIP). As these projects are funded and developed, having a qualified group of Consultants available to perform these projects and meet the City's requirements is essential.

BENEFITS:

Having On-Call Contracts in place for Airport Planning and Engineering Services streamlines the procurement process and allows for expeditious project execution for Airport Projects.

FUTURE ACTION:

Task Orders under these Contracts will be awarded to the Consultant with the most experience and qualified staff to meet the budget parameters of the project being developed. Depending upon the cost of the service required, Task Orders may require City Council approval and City Manager execution.

FINANCIAL IMPACT STATEMENT:

No cost implications or encumbrances until individual Task Orders are issued.

CURRENT FISCAL YEAR TOTAL COST:

As funded and developed.

BUDGETED:

No

FISCAL YEAR:

As developed

FUND/DEPARTMENT:

As developed

Items related to a project or facility location must include an attached vicinity map for Council Review.

ATTACHMENTS:

[2023117.01 Dibble and Associates.pdf](#)

[2023117.02 Coffman Associates.pdf](#)

[2023118.01 Dibble and Associates.pdf](#)

[2023118.02 Kimley Horn and Associates.pdf](#)