



**City Council Special Meeting
Tuesday, December 4, 2018
6:00 PM**

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.

AGENDA

BE IT KNOWN that the **CITY COUNCIL** of the City of Richwood will meet in **City Council Special Meeting** on **Tuesday, December 4, 2018** at **6:00 PM** at 1800 N. Brazosport Blvd., Richwood, TX 77531 at the Richwood City Hall in the Council Chambers with the following agenda:

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE
 - Pledge of Allegiance & Texas Pledge
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. PUBLIC COMMENTS
 - All public comments will be subject to the following rules: all speakers will be permitted to speak no longer than 3 minutes; all speakers will only be permitted to speak once; speakers cannot defer their 3 minutes to another speaker; the first five individuals who sign up for the public comment section will be permitted to speak
- VI. DISCUSSION AND ACTION ITEMS
 - A. Resolution awarding RFQ 18-004Q Community Development Block Grant - 4
Disaster Recovery (CDBG-DR) Engineering Services
- VII. CITY MANAGER'S REPORT
- VIII. FUTURE AGENDA ITEMS
- IX. COUNCIL MEMBER COMMENTS & REPORTS
- X. MAYOR'S REPORT
- XI. ADJOURNMENT

The City Council may go into Executive Session on any item listed on the Agenda in accordance with Section 551.071 of the Government Code (attorney-client privilege).

I, Giani B. Cantu, do hereby certify that I did, on 11/30/18 at _____ p.m., post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Giani Cantu, City Secretary
City of Richwood

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MEMORANDUM

To: The Honorable Mark Guthrie, Mayor and Members of the Richwood City Council

From: Giani Cantu, City Secretary

Date: November 30, 2018

Subject: CDBG-DR Engineering Services

RFQ 18-004Q was issued on October 25, 2018. The proposal closed on November 8, 2018 at 3:00 p.m. The City received 6 proposals: Strand, KSA, Mercer, CivilCorp, HDR and TLC. TLC did not submit the number of specified proposals required in the specifications to adequately evaluate. They were not scored.

The top 3 qualified firms were Strand Engineering, HDR Engineering and CivilCorp. This was presented to Council on November 12.

Strand Engineering and HDR both scored at 96.8 average after all evaluations. However, staff is recommending the award go to Strand Engineering. The decision is based on prior work history with and for the City of Richwood which includes a hydrolic model that will assist in expediting anticipated engineering for this RFQ.

RESOLUTION 18-R-19

**A RESOLUTION OF RICHWOOD, TEXAS, AUTHORIZING THE
AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACTS FOR
THE COMMUNITY DEVELOPMENT BLOCK GRANT – DISASTER
RECOVERY PROJECT.**

WHEREAS, the CDBG – Disaster Recovery (CDBG-DR) contract requires implementation by professionals experienced in federally-funded disaster recovery projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) for engineering services has been completed in accordance with GLO-CDR requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources

NOW, THEREFORE, BE IT RESOLVED:

- Section 1. That Strand Engineering be selected to provide CDBG application and project-related **professional engineering services** for the CDBG-Disaster Recovery project.
- Section 2. That any and all project-related services contracts or commitments made with the above-named service provider are dependent on the award of CDBG-DR funds and successful negotiation of a contract with the service provider.

PASSED AND APPROVED ON this 4th day of December, 2018.

APPROVED:

Mayor

ATTEST:

City Secretary

RFQ TAB SHEET / EVALUATION SUMMARY

Opening Date: 11/8/2018 **Time:** 3:00 PM

Sealed Bids Opened by:

Kirsten Garcia

Witnessed and Recorded by:



RFP 18-004Q Harvey - CDBG-DR Engineering Services

Proposals Received

	Date	Time
John D Mercer & Associates	11/8/2018	11:05 a.m.
HDR Engineering	11/8/2018	11:03 a.m.
TLC Engineering	11/8/2018	8:18 a.m.
Civil Corp	11/8/2018	10:20 a.m.
Strand Associates	11/7/2018	
KSA Engineering	11/7/2018	10:30 a.m.

Evaluation Score

***See attached evaluator scoring sheets**

Evaluator	Strand	KSA	Mercer	CivilCorp	HDR	TLC
Clif	98	92	85	94	98	n/a
Lindsay	90	76	87	92	94	n/a
Michael	99	86	91	99	98	n/a
Mark	100	93	93	95	97	n/a
Average	96.8	86.8	89.0	95.0	96.8	**

**TLC did not submit the required number of qualifications for proper review by all evaluators. Therefore, this submittal was not evaluated.

AWARD Strand Engineering is being recommended for award. The decision is based on prior work history with and for the City of Richwood which includes a hydrolic model that will assist in expediting anticipated engineering for this RFQ.