

# Mayor and Council Communication

DATE: 05/14/24

M&C FILE NUMBER: M&C 24-0405

LOG NAME: 22BROWNFIELDS SERVICES

**SUBJECT**

(ALL) Authorize Execution of a Professional Services Agreement with Terracon Consultants, Inc., for an Annual Amount Not to Exceed \$250,000.00 for a One-Year Initial Term and Authorize Four (4) One-Year Renewals for the Same Annual Amount for the Environmental Services Department

**RECOMMENDATION:**

It is recommended that the City Council authorize the execution of a Professional Services Agreement with Terracon Consultants, Inc., for a One-Year Initial Term and Authorize Four (4) One-Year Renewals for the Same Annual Amount for the Environmental Services Department.

**DISCUSSION:**

The Environmental Services Department issued a Request for Qualifications (RFQ) for professional services for brownfield-related activities and subsequent strategic planning, grant management, reporting, or development of quality assurance plans for brownfield projects. To procure these services, the Purchasing staff issued Request for Qualifications No. 24-0115. The RFQ consisted of detailed specifications describing the project background, vendor requirements, and other requirements to perform the services.

The RFQ was advertised in the *Fort Worth Star-Telegram* on February 7, 2024, February 14, 2024, February 21, 2024, February 28, 2024, and March 6, 2024. A prequalification conference was held on February 15, 2024, with answers to questions posted on February 20, 2024. Responsive submittals were received from the following two (2) firms on March 7, 2024:

1. Terracon Consultants, Inc.
2. Enercon Services, Inc.

An evaluation panel reviewed and rated the submittals from each of the two (2) firms based on the published weighted evaluation criteria; a) company and personnel experience, b) firm's qualification experience, c) provider's work history and references, and d) firm's project narrative and detailed service approach.

Proposers	Evaluation Factors				
	C-1 (25 pts)	C-2 (30 pts)	C-3 (20 pts)	C-4 (25 pts)	Total Score (100 pts)
Terracon Consultants, Inc.	21.88	27	17	21.25	87.13
Enercon Services, Inc.	17.50	21	14.50	16.25	69.25

Terracon Consultants, Inc. was selected as the most highly qualified respondent, based on demonstrated competence and qualifications provided in the Statement of Qualifications to perform the services in accordance with Chapter 2254 of the Texas Government Code.

Funding: The estimated cost for one year of brownfield professional services is \$250,000. The estimated value of the agreement over a five (5) year term is \$1,250,000. Funding is budgeted in the General Oper & Maint Category within the Environmental Protection Fund for the Environmental Services Department.

BUSINESS EQUITY OFFICE: Terracon Consultants, Inc., is in compliance with the City's Business Equity (BE) Ordinance No. 25165-10-2021, by committing to thirteen (13) percent MWBE participation. The City's MWBE goal on this project is eight (8) percent.

This contract serves the entire City in ALL COUNCIL DISTRICTS.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the recommendation, funds are available in the current operating budget, as previously appropriated, in the Environmental Protection Fund. Prior to an expenditure being incurred, the Environmental Services Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:** Valerie Washington 6199

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