

Agenda Item Details

Meeting	Sep 10, 2019 - Bryan City Council Second Regular Meeting
Category	7. Consent (Automatic Approval) Agenda - This agenda consists of ministerial or "housekeeping" items required by law such as routine bids, contracts, purchases, and resolutions. Items may be removed from the consent agenda for separate consideration at the request of two Councilmembers.
Subject	E. Approval of Consultant Services Agreement with MFE, L.L.C., in an annual amount of \$168,000 for a one (1) year term, which includes Professional Real Estate/Business Development Consulting and Project Management Services (\$48,000 annually) and Regional Park Project Management Services (\$120,000 annually)
Type	Action (Consent)
Preferred Date	Sep 10, 2019
Absolute Date	Sep 10, 2019
Fiscal Impact	Yes
Dollar Amount	168,000.00
Budgeted	Yes
Budget Source	General Fund - as part of the Economic Development Budget and the Regional Park Budget (FY2020)
Goals	Service Quality of Life Infrastructure Economic Development

Summary:

On August 13, 2019, the City Council unanimously terminated the Regional Park Interim Services Agreement with Stonehenge Holdings, L.L.C. As the project moves forward, the City needs a single point-of-contact for all elements of the park project; i.e., a project manager. Options to address this need include hiring an individual as a City employee for the duration of the project or a phase(s) of the project, or engage a firm or consultant to provide the service.

In 2006, the City began construction of the Justice Center. While an architectural firm was responsible for project oversight, the City hired a firm to provide project management expertise. The project management firm reviewed on-site work, considered change orders, and generally served as a consultant to City staff.

While somewhat similar but broader in scope, City staff recommends a regional park project manager be responsible for oversight and coordination of the park project. The project manager will report to City staff, provide monthly reports, and be the point-of-contact for all elements of the park project.

Staff Analysis and Recommendation:

The regional park project has the potential to be the single largest project undertaken by the City. To ensure the success of the project, an individual or firm needs to be dedicated to coordinating and overseeing all elements of the project.

For approximately two years the City has utilized the expertise of MFE, L.L.C. for Professional Real Estate/Business Development Consulting and Project Management Services. The company's president, Steve Manchester, has been assigned to the City. City staff recommends amending the current Consultant Services Agreement with MFE to include Regional Park Project Management Services.

If approved, the agreement with MFE will be revised from a \$48,000 per year contract to reflect an additional \$120,000 per year amount for an annual total of \$168,000; that is, \$4,000 per month for Professional Real Estate/Business Development Consulting and Project Management Services and \$10,000 per month for Regional Park Project Management Services. The proposed Consultant Services Agreement is a one (1) year term. The attached proposed agreement includes scope of services and deliverables for both areas of service.

A project of the magnitude of the regional park requires careful and thorough coordination and oversight. Mr. Manchester has expertise and successful experience with large capital projects; for example, he was the project manager of the Axis Pipe & Tube construction project. Staff recommends approving the proposed Consultant Services Agreement with MFE.

Options:

1. Approve the proposed Consultant Services Agreement with MFE, L.L.C. in the total amount of \$168,000 (for a one (1) year term), which is inclusive of Professional Real Estate/Business Development Consulting and Project Management Services and Regional Park Project

Management Services

2. Amend and then approve the proposed Agreement, which may require additional negotiations with MFE and consideration at a future City Council meeting
3. Do not approve the proposed Agreement
4. Other

Attachment:

1. Proposed Consultant Services Agreement with MFE

MFE__Agreement_09102019.pdf (107 KB)

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