



# City of Pflugerville

## Legislation Text

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**File #:** 2020-8367, **Version:** 1

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Discuss and consider action to approve a supplemental agreement with Freese and Nichols, Inc. to provide Engineering Staff Augmentation services in the amount of \$240,000.00.

The City of Pflugerville currently has several key positions vacant within the CIP division of the Engineering Department including the Assistant City Engineer, Transportation Engineer and Utility Engineer. Given these key vacancies and as previously approved by City Council, the CIP engineering division is currently being supported through staff augmentation services by Freese and Nichols, Inc. (FNI). FNI has managed 18 projects, provided 14 additional tasks and provided weekly reporting for project status and labor efforts over the past six (6) months in an efficient, timely and cooperative manner to ensure that projects maintain schedules and City staff maintains awareness of project status and while providing updates to Management. As a project manager, FNI has provided resources including 16 staff members with specialties in support of the projects to maintain and guide project development, design, right-of-way (ROW) and land acquisition up to the construction phase on projects. The FNI Staff augmentation contract will expire on May 1, 2020 unless City Council approves a supplemental agreement to extend their services for another another six months, in an effort to continue to allow City staff to search for and hire qualified candidates for the positions.

As part of their 6 month contract, the FNI Team has provided a calculated 256 total labor hours to date, while only expending 48.5% (\$189,000) of the approved \$389,334 funds allotted. FNI averaged 23.3 labor hours per week in order to maintain multiple components for all projects and keep them on schedule. The staff augmentation services will require a budget amendment. The funds not used within the first 6 month contract will be credited toward the budget amendment needed to fund this contract.

The City's CIP Engineering division currently has a total of 59 projects, divided into categories varying from planning, design, construction, and studies in addition to other duties as assigned. While FNI is currently providing support by managing 18 (approximately 31% CIP workload) of the 59 CIP projects, City CIP project and construction managers continue to manage the remaining 41 CIP projects (69% CIP workload). City Engineering staff must still maintain schedules, budgets, ROW and land acquisition, construction and planning for the remaining projects, while continuing to incorporate additional 5-YR CIP projects programmed to be initiated during the 2020 Fiscal Year.

Staff augmentation is requested to enable City staff to continue providing uninterrupted engineering services to keep projects moving forward. If the staff augmentation is not approved, the 18 projects that are currently being managed by FNI will be delayed or shelved until they can be managed properly to meet city expectations for oversight of consultants' engineering design and a determination would need to be made to select only high priority projects to move forward until the key positions are filled.

With approval of an extension of staff augmentation, FNI will provide services listed as well as any additional engineering services requested on an hourly billing rate basis:

**1. Engineering Project Management (CIP Division):** FNI will serve as the City's representative to provide project management for capital projects. For assigned projects, duties include developing a project management plan, managing schedule and budget for projects, communication with consulting engineers and contractors, communication with internal operations and construction management staff and internal reporting. Key tasks include, but are not limited to:

- a. Compile/prepare technical documentation
- b. Manage design and construction procurement process
- c. Manage and coordinate with design consultants
- d. Communicate with other local, state, and federal regulatory agencies and residents
- e. Attend meetings as required: staff meetings, monthly project meetings, City Council, pre-bid, kickoff, stakeholder, management, etc.

**2. Transportation and Traffic Engineering (CIP Division):** FNI will provide on-call transportation and traffic engineering services as needed. Key tasks include, but are not limited to:

- a. Review of Traffic Impact Analyses (TIAs)
- b. Review of Major Investment Study (MIS) deliverable documents
- c. Preparation or review of speed studies

It is anticipated that services will be performed up to a 6-month period, but actual duration will vary based on the hiring of key personnel and the City's need and actual effort required.

City staff previously solicited requests for qualifications from engineering firms to assist with engineering staff augmentation services and received six (6) statements of qualifications (SOQs) on September 19, 2019. The SOQs were reviewed, scored and ranked by a scoring committee of three staff members. FNI was selected by the scoring committee to assist the City with CIP engineering staff augmentation services. City staff requested City Council approval for a professional services agreement with FNI to provide Engineering staff augmentation services for one year in the amount of \$711,000.00 at the October 22, 2019 meeting. Council approved services for six months in the amount of \$389,334.00 and directed staff, if needed, to bring an agreement back in six months for an update of services provided within the six months and evaluation of extending the agreement for the full year originally requested.

### **Prior City Council Action**

City Council approved the selection of Freese and Nichols, Inc. to provide Staff Augmentation services and authorized the City Manager to enter into an agreement in the amount of \$389,334.00 for a six month duration.

### **Deadline for City Council Action**

Action is requested on April 28, 2020.

**Funding Expected:** Revenue  Expenditure  N/A

**Budgeted Item:** Yes  No  N/A

**Amount:** \$240,000.00

**1295 Form Required?** Yes  No

**Legal Review Required:** N/A  Required  Date Completed: 04/17/2020

**Supporting documents attached:**

Professional Services Supplemental Agreement No.1

Staff Augmentation Update

**Recommended Action**

Approve a supplemental agreement with Freese and Nichols, Inc. to provide Engineering Staff Augmentation services in the amount of \$240,000.00.