



## AGENDA ITEM SUMMARY

### District Impacted

- ☐ 1 = Anzollitto
- ☐ 2 = Woolard
- ☐ 3 = Boyd
- ☐ 4 = Cisneros
- ☐ 5 = Colvin
- ☒ X All

<b>DESCRIPTION</b>	CONSIDER RESOLUTION NO. 2016-R100; A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AND MANAGE A CONSULTANT SERVICES AGREEMENT FOR THE 2015 TRANSPORTATION ALTERNATIVES PROGRAM (TAP) CITY OF BOERNE TRAIL SYSTEM EXPANSION PROJECT BETWEEN THE CITY OF BOERNE AND _____.
<b>STAFF'S RECOMMENDED ACTION (be specific)</b>	Approve Resolution No. 2016-R100; A Resolution Authorizing The City Manager To Enter Into And Manage A Consultant Services Agreement For The 2015 Transportation Alternatives Program (TAP) City Of Boerne Trail System Expansion Project Between The City Of Boerne And GrantWorks, Inc. not to exceed \$74,800.00.
<b>CONTACT PERSON</b>	Paul Barwick – Special Projects Director
<b>SUMMARY</b>	<p><b>Background:</b></p> <p>The City was successful in being awarded a reimbursable grant for the 2015 TAP project for the City Boerne Trail System Expansion Project. The scope of the project includes two trail extensions. The longest trail extension (1.8 miles), begins at the City Park trail head and extends southward to Cibolo Creek with planned connections to Ranches of Creekside, Herff Ranch and Samuel V. Champion High School. The second trail extension (.2 miles), is the connection of the Patrick Heath Public Library/Boerne City Campus to the Old No. 9 Trail.</p> <p>The terms of the reimbursement program agreement require that the City be responsible for all soft costs related to the project, 20% of project construction costs and any project construction cost overruns. The estimated total for the project soft costs (grant administration, engineering, inspections/testing, natural/cultural resource surveys, topographic surveys, flood studies, utility fees, easements totals \$455,500 for this project. In addition, the City is required to fund 20% of construction cost which totals to \$591,316. Therefore, the estimated total cost for the City \$1,046,816.</p> <p><u>Estimated Project Costs</u></p> <p>\$1,046,816 City of Boerne (Soft Costs &amp; 20% Construction)</p> <p>\$2,365,266 Federal Program Funding (80% Construction)</p> <p>\$3,412,082 Total Project Cost</p>

	<p>At this point we need to secure consultant services for the administration of the grant.</p> <p><b>Request for Proposal (RFP)</b></p> <p>A RFP was issued August 29, 2016 to solicit competitive grant administrative services proposals. The basic consultant services requested in the RFP include the following:</p> <ul style="list-style-type: none"> <li>• Financial Management</li> <li>• Project Management/LGPP</li> <li>• Acquisition/URA Assistance</li> <li>• Construction Period Administrative Activities</li> <li>• Audit/Contract Close-out Assistance</li> </ul> <p>A total of two (2) proposals were submitted by the deadline and these were reviewed by a staff committee of three (3) for a recommendation. Proposals were received from Kespe, LLC. &amp; ESB Consulting, Joint Venture (\$103,000) and GrantWorks, Inc. (\$68,000). The evaluation and recommendation was based on team experience, work performance, capacity to perform and proposed costs.</p> <p><b>Recommendation</b></p> <p>Staff is recommending that the City enter into a consultant services contract with GrantWorks, Inc. for grant administrative services for an amount not to exceed \$74,800.</p> <p>The cost of these consultant services is a lump sum fee of \$68,000. An additional 10% (\$6,800) of the contract fee is requested to cover reimbursable expenses and incidental additional services. These consultant services will extend for an approximate 24 month period. The consultant services contract has been reviewed by the City Attorney and is acceptable.</p>
<b>COST</b>	An Amount Not To Exceed \$ 74,800
<b>SOURCE OF FUNDS</b>	Quality of Life Reserve Fund
<b>ADDITIONAL INFORMATION</b>	Consultant Services Contract, Project Maps

This summary is not meant to be all inclusive. Supporting documentation is attached.

**Form Revised 6/1/16**