



## AGENDA - CANCELED

*The meeting will be held at City Hall Council Briefing Room, 300 W. Main St, Grand Prairie, Texas, and a quorum of the committee or the presiding member will be physically present. Some members may participate remotely via video conference.*

### CALL TO ORDER

### STAFF PRESENTATIONS

1. 2<sup>nd</sup> Quarter Diversity & Local Spend Report FY23
2. Water/Wastewater Rate Study from Willdan Financial

### CONSENT AGENDA

*The full agenda has been posted on the city's website, [www.gptx.org](http://www.gptx.org), for those who may want to view this agenda in more detail. Citizens may speak for five minutes on any item on the agenda by completing and submitting a speaker card.*

3. Minutes of the May 2, 2023 Finance and Government Committee Meeting
4. Annual Contract for Service and Repair of Ford Vehicles from Grand Prairie Ford (up to \$50,000.00 annually). This contract will be for one year, with the option to renew for four additional one-year periods totaling \$250,000.00 if all extensions are exercised
5. Reject all Bids from RFB #23100 for Large Water Meter Testing and Repairs.
6. Annual Contract for mobile app from GoGov (up to \$33,540 annually). This contract will be for one year with the option to renew for four additional one-year periods totaling \$167,700 over five years if all extensions are exercised
7. Contract Renewal for Diverse Supplier Initiative from Higgins & Thornton Consulting Services, LLC in the amount of \$49,500. This contract was for one year unless the parties mutually agreed to extend the term. This contract will be for three additional one-year periods totaling \$198,000 amount if all extensions are exercised
8. Annual Contract for Fleet Glass Repair Services from Auto Glass Now dba. A-1 Auto Glass (up to \$15,000.00 annually). This contract will be for one year, with the option to renew for four additional one-year periods totaling \$75,000.00 if all extensions are exercised. Award a secondary to Peruna Glass Inc. dba. Glass Doctor of North Texas (up to \$15,000.00 annually) to be used only if the primary is unable to fulfill the City's needs

- [9.](#) Ratify emergency purchase for the repair of a 12” water line under the Bear Creek bridge at W. Shady Grove Rd with North Texas Contracting in the amount of \$70,136.00
- [10.](#) Change Order 02 with Excel 4 Construction in the net negative amount of (\$3,852.00) for pipe size revisions of sanitary sewer outfall project at Skyway Drive and Small Street
- [11.](#) Purchase of eight (8) Dri-Prime Bypass Pumps from Xylem Dewatering Solutions, Inc., in the amount of \$468,742
- [12.](#) Change Order #1, for an increase in vehicle leasing rates with Acme Auto Leasing in the amount of \$17,940 for the second annual renewal, and \$17,940 annually thereafter for two additional one year terms, totaling \$53,820
- [13.](#) Contract with DCC, Inc for swimming pool replastering at Kirby Creek Natatorium in the amount of \$65,495 and a 5.34% contingency in the amount of \$3,498 for a total of \$68,993 through a national interlocal agreement with BuyBoard
- [14.](#) Resolution authorizing the City Manager to execute a cooperative purchasing agreement between the City of Grand Prairie and the Equalis Group
- [15.](#) Annual Contract for printing services from AC Printing (\$57,090), Alpha Graphics (\$6,032.41), & Logan Graphics (\$24,072) for an annual total of \$87,194.41. This contract will be for one year with the option to renew for four additional one-year periods totaling \$435,972.05 if all extensions are exercised
- [16.](#) Annual Contract for Flexible Spending and Dependent Care Account Administration from Total Administrative Services Corporation (TASC) up to \$19,950 annually. This contract will be for one year with the option to renew for four additional one-year periods totaling \$99,750 if all extensions are exercised
- [17.](#) One year agreement with Superior Vision, including four annual renewal options, for Basic and Enhanced Insurance plans with guaranteed fixed rates for five years
- [18.](#) New cubicles purchase for Information Technology Application Services and Administration Divisions from Interior Resources Group totaling \$85,228.10.
- [19.](#) Change Order #1 for Yellowstone Landscape for landscape services of additional locations at Epic Central and price adjustments in the amount of \$26,969.32 annually
- [20.](#) Authorize up to an additional \$73,463 to fund Elections Contracts with Dallas County Elections, Tarrant County Elections and Ellis County Elections for the June 10, 2023 Joint Runoff Election, for a total of \$238,463

## ITEMS FOR INDIVIDUAL CONSIDERATION

21. Contract with Kimley-Horn and Associates for Fiber Optic Master Plan (Phase I at a cost of \$257,302.45), and design plans, specifications, and cost estimates (Phase II at a cost of \$522,729.06) for a total project cost of \$780,031.51
22. Annual Contract with Action Park Alliance, Inc. for the operations, staffing, and management of the Grand Prairie Skate Park. This contract will be for five years in the amount of \$249,999.80 with the option to renew for five additional one-year periods totaling \$499,999.60 if all extensions are exercised
23. Change Order #01 for annual price agreement contract for Water and Wastewater Repair and Replacement Services from North Texas Contracting in the amount of \$480,000 annually. Total contract would be revised to \$4,960,000.00 if the option to renew is exercised
24. Annual Contract for Autobody Repairs for Medium/Heavy Duty Trucks & Fire Apparatus from WTR, Inc. (up to \$300,000.00 annually). This contract will be for one year, with the option to renew for four additional one-year periods totaling \$1,500,000.00 if all extensions are exercised. Award a secondary to Siddons-Martin Emergency Group, LLC. (Up to \$300,000.00 annually) to be used only if the primary is unable to fulfill the City's needs

## EXECUTIVE SESSION

*The Finance and Government Committee may conduct a closed session pursuant to Chapter 551, Subchapter D of the Government Code, V.T.C.A., to discuss any of the following:*

- (1) Section 551.071 "Consultation with Attorney"
- (2) Section 551.072 "Deliberation Regarding Real Property"
- (3) Section 551.074 "Personnel Matters"
- (4) Section 551.087 "Deliberations Regarding Economic Development Negotiations."

## CITIZEN COMMENTS

*Citizens may speak during Citizen Comments for up to five minutes on any item not on the agenda by completing and submitting a speaker card. The views expressed during Citizen Comments are the views of the speaker, and not the City of Grand Prairie or City Council. Council Members are not able to respond to Citizen Comments under state law.*

## ADJOURNMENT

*The Grand Prairie City Hall is accessible to people with disabilities. If you need assistance in participating in this meeting due to a disability as defined under the ADA, please call 972-237-8035 or email [GPCitySecretary@gptx.org](mailto:GPCitySecretary@gptx.org) at least three (3) business days prior to the scheduled meeting to request an accommodation.*

*Certification*

*In accordance with Chapter 551, Subchapter C of the Government Code, V.T.C.A, the Finance and Government Committee agenda was prepared and posted June 2, 2023.*



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*Gloria Colvin, Deputy City Secretary*



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 06/06/2023

**PRESENTER:** Cathy Patrick, Chief Financial Officer

**TITLE:** 2<sup>nd</sup> Quarter Diversity & Local Spend Report FY23

**REVIEWING  
COMMITTEE:**

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**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 06/06/2023

**PRESENTER:** Noreen Housewright, Director of Engineering Services

**TITLE:** Water/Wastewater Rate Study from Willdan Financial

**REVIEWING  
COMMITTEE:**

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**PURPOSE OF REQUEST:**

Presentation of the Water & Wastewater rate study conducted by Willdan for Utility Customer Service. Our consultant will share the suggested changes, why they are necessary, and the impact of making the changes or staying with current practices.

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

- 1- Presentation



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

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**MEETING DATE:** 06/06/2023

**PRESENTER:** Jeff Copeland, Chairman

**TITLE:** Minutes of the May 2, 2023 Finance and Government Committee Meeting

**REVIEWING COMMITTEE:**

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**CITY OF GRAND PRAIRIE  
FINANCE AND GOVERNMENT COMMITTEE  
COUNCIL BRIEFING ROOM  
TUESDAY, MAY 02, 2023 AT 2:30 PM**

## MINUTES

### CALL TO ORDER

*Chairman Copeland called the meeting to order at 2:30 p.m.*

### PRESENT

*Chairman Jeff Copeland  
Council Member Cole Humphreys  
Council Member Kurt Johnson*

### STAFF PRESENTATIONS

#### 1. Part-Time/Seasonal Pay Plan Update

*City Manager Steve Dye presented to the committee an update of the part-time and seasonal pay plans noting the labor market is competitive and in order to solve the part-time and seasonal position vacancies recommends a pay increase. Mr. Dye proposed a \$15/hour increase for these positions across the board. Discussion was had amongst the committee and staff regarding the proposed increase with mentioned of a \$500,000 impact this year. Chairman Copeland inquired how will the city know if the pay increase solved the issue with the position vacancies. Mr. Dye said staff would track and report their findings to Council in August. Council Member Johnson said he would like more numbers and hard figures of the true dollars and top three assessments to measure that this will be successful. Deputy City Manager Cheryl De Leon noted a baseline would be created with this proposed increase in salaries. Chairman Copeland said he appreciates staff's transparency and efforts. Council Member Johnson said the increase in pay might need to be higher to compete with the market and asks the committee to consider giving staff a range of \$15-17 of pay increase for these positions. Chairman Copeland concurred with Council Member Johnson, but noted he feels comfortable with the proposed increase of \$15.*

#### 2. Procurement Process Update

*City Manager Steve Dye presented to the committee Diversity Initiatives over the last year or so and flowcharts regarding the processes used for RFB, RFP and RFQs along with state guidelines. Mr. Dye noted procurement is a very complex and technical process; said staff has been working hard to improve and update these processes and initiatives and proposed moving toward an Availability and Disparity Study to help guide toward the feasibility of a Good Faith Program for the city.*



*Chairman Copeland thanked Mr. Dye and staff for their efforts and said this city and this committee have the best intentions and is in support of this study. Council Member Johnson also thanked Mr. Dye and staff for this presentation and said he feels the study will be of great benefit to the city. The committee was very supportive of the Diversity Initiatives and Good Faith Program.*

## **CONSENT AGENDA**

*Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve items three through nine. The motion carried unanimously.*

3. Minutes of the April 4, 2023, Finance and Government Committee Meeting

**Approved on Consent**

4. Award bid for the completion of one residential reconstruction project as part of the HOME Reconstruction Program to P & P Construction Services, in the amount of \$160,677

**Approved on Consent**

5. Annual contract for recycling services for city facilities from Balcones up to \$29,040.00 annually. The contract will be for one year with the option to renew for four and additional one-year periods totaling \$145,200.00 if all extensions are exercised

**Approved on Consent**

6. Annual Contract with OTL, Inc. for preventive/recurring maintenance (\$89,784), feature stock inventory replacement pricing (\$28,925), and expandable programming (\$90,000) for the water fountain/show feature at Epic Central. This contract will be for one year for an amount not to exceed \$208,709

**Approved on Consent**

7. Ordinance amending the FY2022/2023 Budget of the Capital Lending, Capital Reserve, Cricket, and Economic Development CIP Funds

**Approved on Consent**

8. Contract amendment with Halff Associates, Inc. for additional engineering services related to the Grand Prairie Landfill - West Fork Trinity River Erosion Protection Improvements project to ensure compliance with the Texas Parks and Wildlife Department in the amount of \$30,200.00

**Approved on Consent**

9. Authorize the City Manager to Execute a Developer Participation Agreement with Knox Street Partners No. 30, Ltd for Infrastructure Improvements with the City Contribution not to exceed \$87,726

**Approved on Consent**

## ITEMS FOR INDIVIDUAL CONSIDERATION

10. Annual Contract with Action Park Alliance, Inc. for the operations, staffing, and management of the Grand Prairie Skate Park. This contract will be for five years in the amount of \$249,999.80 with the option to renew for five additional one-year periods totaling \$499,999.60 if all extensions are exercised

**Tabled**

11. Ordinance approving the Program Year 2023 Community Development Block Grant (CDBG) and HOME Budgets

*Housing and Neighborhood Services Director Esther Coleman presented this item to the committee noting the total CDBG funding increased by \$103,916 from \$1,466,965 in 2022 to \$1,570,881 for 2023 adding that as in previous years the number of CDBG proposals exceeded the amount of CDBG funds available. Ms. Coleman reviewed the summary of the 2023 proposed programs and the 2023 CDBG/HOME budget, which continues funding for existing CDBG/HOME programs based on the HCIC priority and staff's evaluation.*

*Ms. Coleman informed the committee that Brighter Tomorrows did not submit an application and one application was denied as the organization did not appear to be local. Council Member Johnson inquired on the distribution of the funds not given to Brighter Tomorrows. Ms. Coleman said that amount would be added to the reconstruct fund. Mayor Pro Tem Humphreys inquired on the responsibilities of the HCIC Board. Ms. Coleman said the main responsibility of the HCIC Board is to conduct opening hearings and make recommendations to Council for Public Service Activities funding. Mayor Pro Tem Humphreys also inquired on how the CHDO funds will be used. Ms. Coleman advised the CHDO funding provides revitalization to Grand Prairie city wide through new construction and lot development for single family units. Chairman Copeland asked if it is the best use of the CHDO funding to build one home or use these funds to rehab more than one home. Ms. Coleman said the best use is to build one home as rehab costs are high and would not allow for multiple properties to benefit from these funds.*

*Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.*

12. Professional services contract for engineering and construction services with Halff Associates, Inc. for the Great Southwest Parkway Extension from Ave K to Fountain Parkway in the amount of \$530,175.00

*Transportation and Mobility Director Walter Shumac informed the committee this project involves the construction of Great Southwest Parkway from Avenue K to Fountain Parkway. Great Southwest Parkway will be approximately 3,050 linear feet in length. This project will include design of alignment, paving, drainage, structures, water adjustments, sanitary sewer adjustments, signing, pavement markings, traffic control, and erosion control. The roadway will be designed to be constructed in two phases, with Phase 1 being the southbound lanes (north of the portion constructed by a developer), and Phase 2 being the northbound lanes. A separate construction package will be prepared for each phase, with Halff developing the plans for each phase simultaneously.*

*Council Member Johnson inquired who is paying for this project and what purpose does it serve the citizens of Grand Prairie. Ms. Shumac replied once the project is fully under construction, this is a section to complete the city's thoroughfare plan and would eliminate or minimize truck traffic. Deputy City Manager Cheryl De Leon and Police Chief Scesney both mentioned many citizens are concerned with the truck traffic in this area and this would help immensely. Mayor Pro Tem Humphreys noted he doesn't disagree the effort is effective but would like to see efforts made to detract truck traffic from Sunnyvale.*

*Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.*

13. Professional Engineering Services Contract with Gresham Smith for the TRA Basin 5.0J Sanitary Sewer Evaluation Survey in the amount of \$1,176,100.00

*Director of Engineering Services Noreen Housewright informed the committee as part of the approved FY 2022-2023 CIP budget, the Evaluation of 5.0J Basin was approved. The 5.0J Basin was identified in the Wastewater Master Plan as having the highest volume of infiltration/inflow (I/I) of the twenty-two wastewater basins in the City of Grand Prairie. This basin also contains some of the oldest wastewater pipelines in the City, nearing 100 years old. Approval of the proposal provides a detailed sanitary sewer evaluation of the entire 5.0J Basin which will include the inspection of 1,024 city manholes and approximately 417,000 liner feet of wastewater pipeline. Evaluation will be completed using a combination of visual inspection and CCTV, smoke testing of the pipelines, flow monitoring, and smart covers and rainfall data. The data receive upon completion of this evaluation will provide a priority summary of needed improvements for manholes, cleanouts, and pipelines. An estimated cost will also be provided to complete these recommendations using contractors or in-house wastewater crews to complete the work. The study is anticipated to begin in June of 2023 with completion and a report delivered to the City by the end of April 2024.*

14. Construction contract with Iron T Construction, Inc. for Grand Prairie Landfill - West Fork Trinity River Erosion Protection Improvements in the total amount of \$625,450.00 for Base Bid; material testing with Alliance Geotechnical Group in the amount of \$14,439.30; in-house engineering in the amount of \$31,273.00; and 5% construction contract contingency in the amount of \$31,273.00 for a total project cost of \$702,435.30

*Director of Engineering Services Noreen Housewright informed the committee this project was identified as part of the FY23 Capital Projects Budget. The Grand Prairie Landfill - West Fork Trinity River Erosion Protection Improvements project provides for erosion protection on the southerly bank of the West Fork Trinity River just east of MacArthur Boulevard. The project will address current erosion on the southerly bank of the West Fork Trinity River to protect the City's access road to the landfill. Construction of this project is scheduled to begin around the first week of July 2023 with projected completion in January 2024.*

*Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.*

15. Change Order #1 for an increase in hourly rate for School Crossing Guard Program with All City Management Services, in the amount of \$163,719.90 for the first year, and \$163,719.90 annually thereafter for two additional years, totaling \$491,159.70

*Chief of Police Daniel Scesney informed the committee the proposed change order #1 will increase the minimum hourly rate for Crossing Guards and increase the hourly pay rate for the Lead Crossing Guards. All 80 Crossing Guards and Lead Crossing Guards currently employed under this contract will receive a pay increase.*

*Mayor Pro Tem Humphreys inquired who does the hiring of the Crossing Guards and Lead Crossing Guards. Chief Scesney replied the vendor does the hiring.*

*Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.*

16. Change Order No. 3 with Dallas County for the widening and extension of Wildlife Pkwy between Belt Line Rd and SH 161 in the amount of \$100,000 with the City's contribution for Change Order No. 3 being \$50,000

*Director of Transportation and Mobility Walter Shumac informed the committee that the proposed changed order number three will increase the total contract amount to \$56,964,123. This is an increase of the City's share in the amount of \$50,000. The City's contributions to the project funding will total \$16,615,783 in addition to previously approved Developer Requester Betterments of \$918,053.*

*Chairman Copeland inquired on the timeline of the street name change. Mr. Shumac replied to the street name change would take place sometime in the fall.*

*Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.*

17. Annual Contract for physical security technology services from Siemens Industry, Inc. at an estimated annual cost of \$400,000.00 through a Master Interlocal Agreement with Sourcewell. This contract will be for one year with the option to renew for one additional one-year period totaling \$800,000.00 if all extensions are exercised

*Chief Information Officer Keshnel Penny informed the committee that this annual contract for physical security technology services from Siemens Industry, Inc. The city has been*

*standardizing our physical security systems since 2015 by implementing the S2 building security access control system across the city. This system is a fully distributed, highly scalable IP network architecture and provides unified management and building access control administration. A maintenance agreement is needed to be cost-efficient and ensure this mission-critical equipment's availability.*

*Chairman Copeland inquired what is being purchased. Mr. Penny advised the physical security technology services being purchased are to manage/monitor the software. Mayor Pro Tem Humphreys asked for clarification on the cost compared to last year. Mr. Penny advised the cost increased as it is for both the city and police use and will offer more services than last year.*

*Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.*

18. Purchase of two (2) Dell Technologies PowerScale A300 - 240TB data storage units from Unique Digital Technology, LLC, in the amount of \$499,914.78 through a national cooperative agreement with the Department of Information Resources (DIR)

*Chief Information Officer Keshnel Penny informed the committee this is for the purchase of two (2) Dell Technologies PowerScale A300 - 240TB data storage units for each data center, with a maintenance agreement from Unique Digital Technology, LLC. These PowerScale units will replace our soon-to-be end-of-support Dell Technologies Isilon NL400 data storage units. These units are the main storage resource for the City's security camera system, critical server backups, file storage, and more. To be cost-efficient and to ensure the availability of this mission-critical equipment.*

*Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.*

19. Annual Maintenance Contract for Enterprise Permitting and Licensing Software from Tyler Technologies, Inc. at an estimated annual cost of \$200,000 with an option to renew for four additional one-year periods totaling \$1,000,000 if all extensions are exercised

*Chief Information Officer Keshnel Penny informed the committee this annual contract is for the maintenance renewal of Enterprise Permitting and Licensing (EnerGov) software from Tyler Technologies, Inc., the permitting and licensing software package is used by various city departments. This software is used to manage workflows and record keeping related to buildings permits, site plans, land use permits, trade licenses, code enforcement cases, periodic inspections, work orders, and regulatory enforcement programs.*

*Mayor Pro Tem Humphreys moved, seconded by Council Member Johnson to approve this item. The motion carried unanimously.*

## **EXECUTIVE SESSION**

*No executive session was held.*

**CITIZEN COMMENTS**

*There were no citizen comments.*

**ADJOURNMENT**

*There being no further business, the Finance and Government Committee meeting adjourned at 4:01 p.m.*

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*Jeff Copeland, Chairman*

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*Date*



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Jayson R. Ramirez, Director of General Services

**TITLE:** Annual Contract for Service and Repair of Ford Vehicles from Grand Prairie Ford (up to \$50,000.00 annually). This contract will be for one year, with the option to renew for four additional one-year periods totaling \$250,000.00 if all extensions are exercised

**REVIEWING COMMITTEE:** (Reviewed by the Finance & Government Committee on 06/06/2023)

**SUMMARY:**

<u>Vendor Name</u>	<u>Annual Cost</u>	<u>Total Cost</u>
Grand Prairie Ford	\$50,000.00	\$250,000.00

**PURPOSE OF REQUEST:**

This annual contract will be used by the Fleet Services Division for original equipment manufacturer (OEM) repairs and other services on City-owned Ford brand vehicles; on an as-needed basis.

**PROCUREMENT DETAILS:**

Procurement Method:  RFB

Number of Responses: One RFB #: 23112

Selection Details:  Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Fleet Services Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary

## Service &amp; Repair of Ford Vehicles

RFB #23112

## TABULATION

Item Num	Description	UOM	Qty	Grand Prairie Ford Unit
1	Discount-off Manufacturer's Catalog Price	%	1	25%
2	Shop Labor Rate	Hourly	1	\$170.00
3	Service Call	Per Call	1	\$0.00
4	Flat fee for Pick up or Delivery	Round Trip	1	\$0.00
5	Other Fee 1)	Each	1	\$79.95





**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Noreen Housewright, Director of Engineering Services

**TITLE:** Reject all Bids from RFB #23100 for Large Water Meter Testing and Repairs.

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 06/06/2023)

**PURPOSE OF REQUEST:**

The Water Utilities Division of the Public Works Department requested bids to obtain a contract for large water meter testing and repairs.

Notice of bid# 23100 was advertised in the Fort Worth Star-Telegram and Plantebids; distributed to 59 vendors, including 25 HUB vendors. Two bids were received.

Staff is recommending the rejection of all bids received as part of RFB #23100 due to responses received being over the annual budget for these services. The service will be rebid with updated specifications to provide additional clarification.

**PROCUREMENT DETAILS:**

Procurement Method:  RFB

Local Vendor  HUB Vendor

Number of Responses: two RFB #: 23100

Selection Details:  Reject

**FINANCIAL CONSIDERATION:**

None



## CITY OF GRAND PRAIRIE COMMUNICATION

**MEETING DATE:** 06/06/2023

**PRESENTER:** Amy Sprinkles, Communications and Marketing

**TITLE:** Annual Contract for mobile app from GoGov (up to \$33,540 annually). This contract will be for one year with the option to renew for four additional one-year periods totaling \$167,700 over five years if all extensions are exercised

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Governance Committee on 06/06/2023)

### **SUMMARY:**

<i>Vendor Name</i>	<i>Annual Cost</i>	<i>Total Cost</i>
GoGov	\$33,540, no one-time or implementation fee	\$167,700 over five years

### **PURPOSE OF REQUEST:**

The city's mobile app, called MyGPTX and launched many years ago, was custom coded by our Information Technology department at a time when apps were in their infancy and companies did not offer apps for cities. MyGPTX allowed citizens to submit issues they saw by entering a geo-located photo and/or description via their cell phone. It also allowed a resident to see who their City Council person was, nearby libraries and parks, when garbage and recycling days were, and brush pickup schedules. Technology advanced quickly and our in-house developed app has become non-functional. Mobile apps now are available off the shelf from vendors who will keep up with technology changes and updates to the software. A Request for Proposals #23046 was issued in March with submittals received in April. A committee comprised of Communications and Marketing, Information Technology, Code Enforcement, and Public Works/Street Services Logistics reviewed the submittals, interviewed the top options, and was unanimous in selecting GoGov for the city's new MyGPTX mobile app. The GoGov solution was the lowest priced, flexible, easy to use, and operates on iPhones and Androids.

### **PROCUREMENT DETAILS:**

Procurement Method:  RFP  
 Local Vendor  HUB Vendor  
 Number of Responses: 8 RFP #: 23046  
 Selection Details:  Best Value


**FINANCIAL CONSIDERATION:**


Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	General Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**


1- Bid Summary and evaluation


311 CITY APP  
RFB #23046  
TABULATION

		<b>Bid Tabulation</b>		3Di	Catalis	CivicPlus	GOGOv
		City App/311 Customer Request Management					
		RFP #23046		Brea, CA	Alpharetta, GA	Manhattan, KS	Islandia, NY
<b>Description</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>
<i>One-Time Implentation</i>	1.00	EA	\$ 30,000.00	\$ 57,500.00	\$ 41,965.38		
Annual Recurring Cost	1	Annual	\$ 36,000.00	\$ 59,500.00			\$ 33,540.00
<b>FIRST YEAR TOTAL</b>			66,000.00	117,000.00	41,965.38		33,540.00

		<b>Bid Tabulation</b>		Granicus	MuniPaaS	StackNexus	Verint
		City App/311 Customer Request Management					
		RFP #23046		St. Paul, MN	King City, Canada, Ontairo	Sacremeto, CA	Alpharetta, GA
<b>Description</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>
<i>One-Time Implentation</i>	1.00	EA	\$ 5,500.00	\$ 280.00	\$ 625,000.00	\$ 61,000.00	
Annual Recurring Cost	1	Annual	\$ 32,400.00	\$ 93,170.75	\$ 83,622.42	\$ 97,614.00	
<b>FIRST YEAR TOTAL</b>			37,900.00	93,450.75	708,622.42	158,614.00	

### SCORECARD

Evaluation Score Card		3Di	Catalis	CivicPlus	GOGOv
City App/311 Customer Request Management RFP #23046		Brea, CA	Alpharetta, GA	Manhattan, KS	Islandia, NY
					
Evaluation Criteria	Maximum Score	Score	Score	Score	Score
Price	50.00	25.41	14.33	39.96	50.00
Meets Cities Needs	20.00	9.33	6.67	14.67	20.00
Ease of Use by Customer/Flexibility for City	20.00	5.33	6.67	12.00	18.67
References	10.00	4.00	3.00	4.00	4.00
<b>Total</b>	<b>100.00</b>	<b>44.08</b>	<b>30.67</b>	<b>70.63</b>	<b>92.67</b>

Evaluation Score Card		Granicus	MuniPaaS	StackNexus	Verint
City App/311 Customer Request Management RFP #23046		St. Paul, MN	King City, Canada, Ontario	Sacramento, CA	Alpharetta, GA
					
Evaluation Criteria	Maximum Score	Score	Score	Score	Score
Price	50.00	44.25	17.95	2.37	10.57
Meets Cities Needs	20.00	17.33	4.00	4.00	9.33
Ease of Use by Customer/Flexibility for City	20.00	13.33	4.00	4.00	4.00
References	10.00	4.00	3.33	3.33	4.00
<b>Total</b>	<b>100.00</b>	<b>78.91</b>	<b>29.28</b>	<b>13.70</b>	<b>27.91</b>

**Interview Team:**

The interview team conducted online demonstration presentations with the top two applicants, GoGov and Granicus’s OneView.

All ranked Go Gov #1, with Granicus’s OneView #2.

- Amy Sprinkles, Cami McKillop, Ana Enriquez, Steve Rios – Marketing Department
- Brad Meine – Information Technology
- Chad McGowan, Ryan Simpson – Code Enforcement
- Bryant Fancher – Street Services Logistics/Transportation/Public Works



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Cathy Patrick, Chief Financial Officer

**TITLE:** Contract Renewal for Diverse Supplier Initiative from Higgins & Thornton Consulting Services, LLC in the amount of \$49,500. This contract was for one year unless the parties mutually agreed to extend the term. This contract will be for three additional one-year periods totaling \$198,000 amount if all extensions are exercised

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 06/06/2023)

**SUMMARY:**

<i>Vendor Name</i>	<i>Annual Cost</i>	<i>Total Cost</i>
Higgins & Thornton Consulting Services, LLC	\$49,500	\$198,000

**PURPOSE OF REQUEST:**

A contract was awarded to Higgins & Thornton Consulting Services, LLC on August 25, 2022.

The city selected Higgins & Thornton Consulting Services, LLC as the most qualified professional due to their experience handling community outreach and involvement with diverse businesses throughout the DFW area. We contracted with this firm in August of 2022, and Ms. Bonnick-Higgins has become an excellent asset for the city, continuing to reach small, minority, woman-owned business enterprises (SMWBE). We want to continue utilizing their services.

State statutes require City Council approval of a change order when the cumulative cost of the change order exceeds \$50,000. With the approval of this change order, the City Manager will be able to approve the change order to a cumulative value of \$50,000 without additional Council approval. The City, as an owner, reserves the right to increase the amount of the work to be performed in a given contract by an amount not to exceed twenty-five (25%) percent of the original bid.

**HISTORY:**

	<u>Amount</u>	<u>Approval Date</u>	<u>Reason</u>
<i>Original Contract:</i>	\$49,500	08/23/2022	
<b><u>TOTAL:</u></b>	\$49,500		

**PROCUREMENT DETAILS:**

Procurement Method:  RFQ

Local Vendor  HUB Vendor

Selection Details:  Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	General Fund
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**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Jayson R. Ramirez, Director of General Services

**TITLE:** Annual Contract for Fleet Glass Repair Services from Auto Glass Now dba. A-1 Auto Glass (up to \$15,000.00 annually). This contract will be for one year, with the option to renew for four additional one-year periods totaling \$75,000.00 if all extensions are exercised. Award a secondary to Peruna Glass Inc. dba. Glass Doctor of North Texas (up to \$15,000.00 annually) to be used only if the primary is unable to fulfill the City’s needs

**REVIEWING COMMITTEE:** (Reviewed by the Finance & Government Committee on 06/06/2023)

**SUMMARY:**

<i>Vendor Name</i>	<i>Annual Cost</i>	<i>Total Cost</i>
Auto Glass Now dba. A-1 Auto Glass	\$15,000.00	\$75,000.00
Peruna Glass Inc. dba. Glass Doctor of North Texas	\$15,000.00	\$75,000.00

**PURPOSE OF REQUEST:**

This annual contract will be used by the Fleet Services Division for glass repair or replacement on City-owned vehicles and equipment; on an as-needed basis.

**PROCUREMENT DETAILS:**

Procurement Method:  RFB

Number of Responses: Three RFB #: 23111

Selection Details:  Low Bid

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Fleet Services Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary

Fleet Glass Repair  
RFB #23111  
TABULATION

Description	UOM	All Glass Installation	Auto Glass Now dba A-1 Glass	Peruna Glass dba Glass Doctor of NTX
Parts Discount-off on Manufacturer's Price List	%	Varies	55%	50%
Urethane Kit	Each	Included	\$18.00	\$20.00
Flat Labor Rate	Hourly	Included	\$35.00	\$50.00
Service Call ( <i>Must include Trip Fee</i> )	Round Trip	\$75.00	\$0.00	\$0.00
Recalibration (Lane Departure Camera) – Flat Fee	Each	\$175.00	\$200.00	\$240.00
Windshield Repair – Chip or Crack	Each	\$60.00	\$65.00	\$80.00

Scenario #1		All Glass Installation	Auto Glass Now dba A-1 Glass	Peruna Glass dba Glass Doctor of NTX
Parts – Manufacturer's List Price		\$500.00	\$500.00	\$500.00
Discount-off List Price, if applied		20%	55%	50%
Discounted Price ( <i>enter a negative amount</i> )		-100	-\$275.00	-\$250.00
Extended Price		\$400.00	\$225.00	\$250.00
Urethane Kit (Quantity: 1)		\$5.00	\$18.00	\$20.00
Labor Cost (2 hours of labor work)		\$25.00	\$70.00	\$100.00
Service Call (must include Trip Fee)		\$60.00	\$0.00	\$0.00
Recalibration Fee		\$175.00	\$200.00	\$240.00
<b>Total</b>		<b>\$665.00</b>	<b>\$513.00</b>	<b>\$610.00</b>

Scenario #2		All Glass Installation	Auto Glass Now dba A-1 Glass	Peruna Glass dba Glass Doctor of NTX
Chip Repair Kit – Manufacturer's List Price		\$100.00	\$100.00	\$100.00
Discount-off List Price, if applied		40%	0%	50%
Discounted Price ( <i>enter a negative amount</i> )		-\$60.00		-50
Extended Price		\$40.00	\$0.00	\$50.00
Labor Cost (1 hour of labor work)		\$20.00	\$0.00	\$50.00
Service Call (must include Trip Fee)		\$0.00	\$0.00	\$0.00
Windshield Repair Fee		\$0.00	\$65.00	\$50.00
<b>Total</b>		<b>\$60.00</b>	<b>\$65.00</b>	<b>\$150.00</b>



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Noreen Housewright, Director of Engineering Services

**TITLE:** Ratify emergency purchase for the repair of a 12” water line under the Bear Creek bridge at W. Shady Grove Rd with North Texas Contracting in the amount of \$70,136.00

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 06/06/2023)

**SUMMARY:**

<i>Vendor Name</i>	<i>Annual Cost</i>	<i>Total Cost</i>
North Texas Contracting		\$70,136.00

**PURPOSE OF REQUEST:**

Water Department staff identified a leak under the Bear Creek Bridge at W. Shady Grove. Due to age, shifting terrain, and improper bedding, the iron pipe and water tap rusted and leaked in several places. The location of the leak was along a 40-foot stretch of pipe and located at and near the footing of a bridge and covered in approximately 4 feet of heavy sediment.

Due to the depth and scope of the repair, City personnel and resources were unable to complete the work and sought out the services of a contractor. Considering the location of the leak near a bridge footing, additional care had to be taken to ensure the structure of the bridge footing was not compromised. In addition to the location of the leak, delaying the repair would have affected water quality for Grand Prairie residents negatively and potential files from TCEQ.

State law allows for emergency purchases due to unforeseen damage to public property and for procurements necessary to preserve or protect the public health or safety of the City’s residents. Completing this repair quickly safeguarded the residents and the condition of the drinking water.

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Water CIP Fund
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If Capital Improvement:					
Total Project Budget	\$3,250,000.00	Proposed New Funding:	\$0	Remaining Funding:	\$2,402,200.00



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Noreen Housewright, Director of Engineering Services

**TITLE:** Change Order 02 with Excel 4 Construction in the net negative amount of (\$3,852.00) for pipe size revisions of sanitary sewer outfall project at Skyway Drive and Small Street

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 06/06/2023)

**SUMMARY:**

<i>Vendor Name</i>	<i>Annual Cost</i>	<i>Total Cost</i>
Excel 4 Construction		\$869,375.00

**PURPOSE OF REQUEST:**

On November 16, 2021, the City Council approved a construction contract with Excel 4 Construction for Skyway Drive and Small Street sewer improvements in the amount of \$1,008,700.00; 5% construction contingency of \$50,435.00, material testing with Team Consultants in the amount of \$21,717.00; and in house engineering in the amount of \$50,435.00 for a total of \$1,131,287.00.

This project provides for the installation of approximately 2900 linear feet of 8",12" and 21" wastewater pipe in Skyway, Arkansas and Astar lanes and 1017 linear feet of 12" wastewater pipe in Small Street from Beltline Road to N.E 11th Street. Pipe construction will utilize open-cut and trenchless methods.

Change Order/Addendum No.1 in the net negative amount of (\$135,473.00) provided for pipe size revisions of sanitary sewer outfall reach north of Arkansas lane to Trinity River Authority (TRA) Cottonwood interceptor; it also provided for TRA Fiber reinforced drop manhole.

Proposed Change Order/Addendum No. 2 in the net negative amount of (\$3,852.00) provides for additional pipe size revisions among other changes as listed in attached support documentation.

State statutes require City Council approval of a change order when the cumulative cost of the change order exceeds \$50,000. This change order provides for a total increase of \$50,228.00 and a total decrease of (\$54,080.00) equaling a cumulative amount of \$104,308.00 but a net negative amount of (\$3,852.00).

**HISTORY:**

	<u>Amount</u>	<u>Approval Date</u>	<u>Reason</u>
<i>Original Contract:</i>	\$1,008,700.00	11/16/2021	Original contract to complete bid work
<i>Change Order #01</i>	-\$135,473.00	3/1/2022	Reduction in cost due to pipe size revisions
<i>Change Order #02</i>	-\$3,852.00	6/20/2023	Reduction in cost due to additional pipe size revisions
<b><u>TOTAL:</u></b>	\$869,375.00		

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Change Order Details

Vendor#	2
Project W.O.#	620.114
Date:	4/3/2023

Supplemental Agreement (Change Order/Amendment) No. 02  
 Contract Dated: 12-7-2021  
 Between the City of Grand Prairie (Owner)  
 and Excel 4 Construction, INC. For Skyway/Small Street Sewer Improvements

All provisions of the original contract not expressly amended herein remain in effect. Pursuant to the provisions of Section No. 9-6.01, 9-6.02, 9-6.03 of the General Conditions of the Contract, this Supplemental Agreement, when fully executed, shall constitute the authority to change the work of the project as follows, including quantities and total dollars:

- I. Plan sheet revisions, plan sheet #19, 20 and dated revised 01-04-22,
- II. Please modify the following bid item to Section I - SKYWAY DRIVE/ARKANSAS LANE/ASTAR LANE

Items No.	Description of Work	Unit of Measure	Contract Quantity	Quantity Change	Revised Quantity	Unit Price (\$)	Cost Change
16	Manhole, Sanitary Sewer W/ Ring and Cover 4' dia., Any Depth, furnish and install, as per specifications, complete and in place.	EA	1	-1	0	\$5,000.00	\$ (5,000.00)
20	4" Sanitary Sewer Main (SDR 35, Open Cut), furnish & install, including backfill, trenching, embedment and cleanup, complete in	LF	68	-68	0	\$65.00	\$ (4,420.00)
22	8" Sanitary Sewer Main (SDR 35, B.O.T.O.C.), furnish & install, including cleanup, complete in place.	LF	425	-425	0	\$87.00	\$ (36,975.00)
27	12" Steel Casing (0.312" Minimum Thickness, Open Cut), furnish and install, per plans and specification, complete in place	LF	53	-53	0	\$145.00	\$ (7,685.00)
<b>Sub-Total Decrease to Section I - SKYWAY DRIVE/ARKANSAS LANE/ASTAR LANE</b>							<b>\$ (54,080.00)</b>

Items No.	Description of Work	Unit of Measure	Contract Quantity	Quantity Change	Revised Quantity	Unit Price (\$)	Cost Change
CO2.1	2" PVC Plug, furnish & install, complete and in place.	EA	0	1	1	\$250.00	\$ 250.00
CO2.2	2" Sanitary Sewer Main (B.O.T.O.C.), furnish & install, including cleanup, complete in place.	LF	0	440	440	\$87.00	\$ 38,280.00
CO2.3	4" Sanitary Sewer Main (Open Cut), furnish & install, including backfill, trenching, embedment and cleanup, complete in place.	LF	0	69	69	\$62.00	\$ 4,278.00
CO2.4	6" Steel Casing (Open Cut), furnish and install, per plans and specification, complete in place	LF	0	53	53	\$140.00	\$ 7,420.00
<b>Sub-Total Increase to Section I - SKYWAY DRIVE/ARKANSAS LANE/ASTAR LANE</b>							<b>\$ 50,228.00</b>

<b>Total Decrease for Change Order 02:</b>	<b>\$ (54,080.00)</b>
<b>Total Increase for Change Order 02:</b>	<b>\$ 50,228.00</b>
<b>Total Cumulative for Change Order 02:</b>	<b>\$ 104,308.00</b>
<b>Total Net Change in Contract for Change Order 02:</b>	<b>\$ (3,852.00)</b>

III. Please modify the total number of project days shown on the bid proposal summary sheet to be increased by 30 calendar days from 190 to a total of 220.



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Noreen Housewright, Director of Engineering Services

**TITLE:** Purchase of eight (8) Dri-Prime Bypass Pumps from Xylem Dewatering Solutions, Inc., in the amount of \$468,742

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 06/06/2023)

**SUMMARY:**

<u>Vendor Name</u>	<u>Annual Cost</u>	<u>Total Cost</u>
Xylem Dewatering Solutions, Inc.		468,742.00

**PURPOSE OF REQUEST:**

In response to Texas Legislature Bill SB 3 adopted 6/8/2021, the Water/Wastewater Department has identified eight (8) Sanitary Sewer Lift Stations that need backup pump support in preparation for weather emergencies, power outages, and other disasters. A full list of the Lift Station locations is found in **Attachment B**.

Notice of Bid #23099 was advertised in the Fort Worth Star-Telegram. The bid was sent to 23 HUB vendors and there were no local Grand Prairie vendors. Four responses were received, and the award was based on best-value criteria including price, experience, qualifications, and references.

The bid submitted by Xylem Dewatering Solutions, Inc., meets specifications and is recommended for award.

**PROCUREMENT DETAILS:**

Procurement Method:  RFB

Local Vendor  HUB Vendor

Number of Responses: 4 RFB #: 23099

Selection Details:  Low Bid  Best Value



**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Wastewater CIP Fund
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If Capital Improvement:					
Total Project Budget	\$3,800,000.00	Proposed New Funding:	N/A	Remaining Funding:	\$2,301,058.00

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

- 1- Bid Tabulation and Scorecard
- 2- Cost per site (Attachment B)

Attachment A  
 BYPASS PUMPS  
 RFB # 23106  
 TABULATION



**Bid Tabulation**  
 Bypass Pumps  
 RFP #23099

Item	Description	QTY	UOM	FCX Performance Inc		Xylem Dewatering Inc		United Rentals Fluid Solutions		Wastewater Solutions LLC	
				Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
1	Dri-Prime Critically Silenced Sound Attenuated Enclosure, 4" x 3" 150# Flange Suction & Discharge, Yanmar 3TNV80FSDSA FT4 Diesel Engine, Skid-mounted	5	EA	\$39,866.00	\$199,330.00	\$52,914.75	\$264,573.75	\$53,408.00	\$267,040.00	\$69,867.00	\$349,335.00
2	Dri-Prime Critically Silenced Sound Attenuated Enclosure, 6" 150# Flange Suction and Discharge, John Deere 4045T290-iT4 Diesel Engine, w/ PrimeGuard 2 & Field Smart Technology, Skid-mounted	2	EA	\$57,247.00	\$114,494.00	\$57,653.75	\$115,307.50	\$68,052.00	\$136,104.00	\$93,945.00	\$187,890.00
3	Dri-Prime Critically Silenced Sound Attenuated Enclosure, 4" 150# Flange Suction and Discharge, Yanmar 3TNV88F FT4 Diesel Engine w/ FST, Global Series 6 Skid-mounted, Spill Containment, 110% Fuel Containment	1	EA	\$46,116.00	\$46,116.00	\$52,914.75	\$52,914.75	\$65,240.00	\$65,240.00	\$61,084.00	\$61,084.00
4	PrimeGuard Float Set w/ 65' Mechanical Floats	8	EA	\$258.75	\$2,070.00	\$450.75	\$3,606.00	\$249.00	\$1,992.00	\$407.00	\$3,256.00
5	Block Heater - 110 Volt	8	EA	\$187.50	\$1,500.00	\$162.00	\$1,296.00	\$0.00	\$0.00	\$41.00	\$328.00
6	Battery Charger - 12 Volt Trickle	8	EA	\$187.50	\$1,500.00	\$420.75	\$3,366.00	\$0.00	\$0.00	\$291.00	\$2,328.00
7	Electrical - 1750 Watt AC/DC Inverter	8	EA	\$1,250.00	\$10,000.00	\$1,599.00	\$12,792.00	\$752.00	\$6,016.00	\$640.00	\$5,120.00
8	Single Gang (1) GFCI Duplex Receptacle	8	EA	\$0.00	\$0.00	\$381.75	\$3,054.00	\$459.88	\$3,679.04	\$146.00	\$1,168.00
9	(4) 12/24V LED Work Lights w/Switch, Mounted on each corner of enclosure	8	EA	\$1,000.00	\$8,000.00	\$1,248.75	\$9,990.00	\$0.00	\$0.00	\$1,512.00	\$12,096.00
10	(1)12/24V Light Mounted Over PG w/Switch	8	EA	\$906.25	\$7,250.00	\$230.25	\$1,842.00	\$0.00	\$0.00	\$291.00	\$2,328.00
	<b>Total</b>				<b>\$390,260.00</b>		<b>\$468,742.00</b>		<b>\$480,071.04</b>		<b>\$624,933.00</b>

SCORECARD

<b>Evaluation Score Card</b> Bypass Pumps RFP #23099		FCX Performance Inc	Xylem Dewatering Inc	United Rentals Fluid Solutions	Wastewater Solutions LLC
		Dallas, TX	Bridgeport, NJ	Arlington, TX	Boca Raton, FL
<b>Evaluation Criteria</b>	<b>Maximum Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>
Price	50.00	50.00	41.63	40.65	31.22
Experience	25.00	20.00	25.00	15.00	10.00
Reputation	15.00	6.00	15.00	13.00	4.00
Past Relationship with City or other Government	10.00	2.00	10.00	6.00	2.00
<b>Total</b>	<b>100.00</b>	<b>78.00</b>	<b>91.63</b>	<b>74.65</b>	<b>47.22</b>

Attachment B		
Xylem Dewatering Solutions - Bypass Pumps		
Lift Station	Bypass Pump	Cost
Landfill Lift Station	Dri-Prime Critically Silenced Sound Attenuated Enclosure, 4" x 3" 150# Flange Suction & Discharge, Yanmar 3TNV80FSDSA FT4 Diesel Engine, Skid mounted	\$57,408.00
Neblina Lift Station	Dri-Prime Critically Silenced Sound Attenuated Enclosure, 4" x 3" 150# Flange Suction & Discharge, Yanmar 3TNV80FSDSA FT4 Diesel Engine, Skid mounted	\$57,408.00
Lakeway Lift Station	Dri-Prime Critically Silenced Sound Attenuated Enclosure, 4" x 3" 150# Flange Suction & Discharge, Yanmar 3TNV80FSDSA FT4 Diesel Engine, Skid mounted	\$57,408.00
Cove Meadow Lift Station	Dri-Prime Critically Silenced Sound Attenuated Enclosure, 4" x 3" 150# Flange Suction & Discharge, Yanmar 3TNV80FSDSA FT4 Diesel Engine, Skid mounted	\$57,408.00
Oasis Lift Station	Dri-Prime Critically Silenced Sound Attenuated Enclosure, 4" x 3" 150# Flange Suction & Discharge, Yanmar 3TNV80FSDSA FT4 Diesel Engine, Skid mounted	\$57,408.00
Waterford Lift Station	Dri-Prime Critically Silenced Sound Attenuated Enclosure, 6" 150# Flange Suction and Discharge, John Deere 4045T290-iT4 Diesel Engine, w/ Prime Guard 2 & Field Smart Technology, Skid mounted	\$62,147.00
Performance Lift Station	Dri-Prime Critically Silenced Sound Attenuated Enclosure, 6" 150# Flange Suction and Discharge, John Deere 4045T290-iT4 Diesel Engine, w/ Prime Guard 2 & Field Smart Technology, Skid mounted	\$62,147.00
Koscher Lift Station	Dri-Prime Critically Silenced Sound Attenuated Enclosure, 4" 150# Flange Suction and Discharge, Yanmar 3TNV88F FT4 Diesel Engine w/ FST, Global Series 6 Skid Mounted, Spill Containment, 110% Fuel Containment	\$57,408.00
<b>Total</b>		<b>\$468,742.00</b>



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Ryan Simpson, Assistant Director of Police

**TITLE:** Change Order #1, for an increase in vehicle leasing rates with Acme Auto Leasing in the amount of \$17,940 for the second annual renewal, and \$17,940 annually thereafter for two additional one year terms, totaling \$53,820

**REVIEWING COMMITTEE:** (Reviewed by the Finance & Government Committee on 06/06/2023)

**SUMMARY:**

<i>Vendor Name</i>	<i>Annual Cost</i>	<i>Total Cost</i>
Acme Auto Leasing	\$17,940	\$53,820

**PURPOSE OF REQUEST:**

City Council approved a Master Interlocal agreement with the City of Plano, whereby the City could make use of that entity’s agreements. On April 20, 2021, Council awarded an annual contract for leasing of covert and special use vehicles to Acme Auto Leasing for an annual amount of \$76,200, for the initial twelve (12) month term and four (4) optional one-year renewals as executed by the City of Plano.

Acme Auto Leasing submitted a price increase to be effective with the second renewal term in the amount of \$17,940 annually, increasing the total estimated annual amount to up to \$94,140 for the remaining three years of the contract. The proposed increase will increase the monthly leasing fee from \$635 per vehicle month to \$795 per vehicle per month, for most vehicles.

State statues require City Council approval of a change order when the cumulative cost of the change order exceeds \$50,000. With approval of this change order, the City Manager will be able to approve the change order to a cumulative value of \$50,000 without additional Council approval. The City, as an owner, reserves the right to increase the amount of the work to be performed in a given contract by an amount not to exceed twenty-five (25%) percent of the original bid.

State purchasing laws, Government Code, Chapter 271.102 authorize local governments to enter into joint contacts and cooperative agreements for the performance of governmental functions normally associated with the operation of government such as purchasing necessary materials and supplies.

**HISTORY:**

	<u>Amount</u>	<u>Approval Date</u>	<u>Reason</u>
<i>Original Contract:</i>	\$381,000	4/20/2021	
<i>Change Order # 1</i>	\$53,820	Proposed	Rental Rate Increases
<b><u>TOTAL:</u></b>	\$434,820		

**PROCUREMENT DETAILS:**

Procurement Method:  Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services  Exempt

Local Vendor  HUB Vendor

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	General Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

None



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Ray Cerda, Parks, Arts and Recreation Interim Director

**TITLE:** Contract with DCC, Inc for swimming pool replastering at Kirby Creek Natatorium in the amount of \$65,495 and a 5.34% contingency in the amount of \$3,498 for a total of \$68,993 through a national interlocal agreement with BuyBoard

**REVIEWING COMMITTEE:** (Reviewed by the Finance & Government Committee on 06/06/2023)

**SUMMARY:**

<i>Vendor Name</i>	<i>Total Cost</i>
DCC, Inc	\$68,993

**PURPOSE OF REQUEST:**

Funds were authorized in the FY2023 PARK Capital Projects Fund for the replastering of the pool at Kirby Creek Natatorium.

The current plastering has deteriorated in several places, making the surface very rough and stained with rust and discoloration. The proposed re-plaster work will ensure the Natatorium continues to be code compliant, providing a safe swimming facility for the general public. The major improvements include:

- Replacement of drain covers to continue to meet Federal Law requirements;
- Install new code compliant step trim;
- Repair any hollows and rust spots;
- New plaster over entire pool shell

Staff did an informal bid and sent request for bids to six companies including two HUB vendors. Three bids were received. DCC, Inc was the low bidder and they are a BuyBoard vendor.

Chapter 271.102 of the Local Government Code authorizes local governments to participate in a cooperative purchasing program with another local government or local cooperative organization. In lieu of competitive bidding, items and services may be purchased through such agreements as the agreements have already been bid by the sponsoring entity or agency. The City of Grand Prairie has master inter-local cooperative agreements with various entities including BuyBoard.

The BuyBoard is able to save money by pooling the impressive purchasing power of their members, which include hundreds of school districts, municipalities, counties, other local governments, and nonprofits across Texas. They use the power of numbers as leverage to get better prices with the same vendors we use now.

**PROCUREMENT DETAILS:**

Procurement Method:  Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services  Exempt

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	PARKS Capital Projects Fund - 02303203
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If Capital Improvement:					
Total Project Budget	\$120,000	Proposed New Funding:	\$0	Remaining Funding:	\$68,994

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

- 1- Bid tab



## Informal Cooperative Quote Summary Form

*Submit this form along with the Request for Quote and Quotes*

<b>RFQ Due Date</b>	12-May-23	
<b>Project Name</b>	Re-plaster Kirby Creek Naatatorium	
<b>Evaluation Method</b>	Low Bid	
<b>Recommended Award</b>	DCC, Inc.	
<b>Submittals to Purchasing</b>		
Bid Spec Submitted?	Yes	
Quotes Submitted?	Yes	

***Complete this section for Email / Paper Bids***

### E-mail Quotes

Vendor Name	Cooperative	Contract #	Complete?	Total Bid
DCC, Inc.	Buyboard	701-23	Yes	\$ 65,495.00
MicroX-1	TIPS	22010702	Yes	\$ 88,007.25
Sunbelt Pools	Buyboard	613-20	Yes	\$ 161,603.00

***Complete this section for Phone Bids***

### Phone Quotes

Vendor Name			Contact	Total Bid





**CITY OF GRAND PRAIRIE  
RESOLUTION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Cathy Patrick, Chief Financial Officer

**TITLE:** Resolution authorizing the City Manager to execute a cooperative purchasing agreement between the City of Grand Prairie and the Equalis Group

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 06/06/2023)

**PURPOSE OF REQUEST:**

Cities are allowed by state purchasing laws to enter into joint contracts and cooperative agreements for the performance of governmental functions usually associated with government operations, such as purchasing necessary materials, supplies, and services.

The City of Grand Prairie would like to enter into a cooperative agreement with the Equalis Group for purchasing goods and services using annual contracts that have by bid and approved by other public agencies nationwide. This cooperative is an additional resource for finding high-quality, diverse vendors for the city.

Equalis Group collaborates with their Lead Agencies to deliver compliant, publicly procured cooperative agreements that public sector entities across the country can utilize to:

- 1) quickly acquire the products and services they need,
- 2) receive better pricing through the collective buying power of Equalis Group Members; and
- 3) save time through Equalis Group's legal and compliant alternative to conducting their resource-consuming solicitation process.

Equalis Group procures their Master Agreements following the requirements of 2-C.F.R. Part 200, commonly called "Uniform Guidance." Why is that important? Because public agencies receiving federal dollars can typically spend those dollars through our already-procured contracts without having to conduct their bid or RFP. Their Lead Agencies believe in awarding contracts to a limited number of high-quality supplier partners rather than issuing awards to every respondent. Their members know that Equalis Group's supplier partners won the Lead Agencies' solicitation and were selected based on their ability to provide us with the best possible solutions and value.

They believe in inclusivity and diversity. Equalis Group members and suppliers represent all walks of life and have different procurement objectives, beliefs, and perspectives, with members ranging from rural communities to suburban school districts to large cities and universities and supplier partners running the gamut from emerging technology companies to Disadvantaged Business Enterprises to large multinational corporations.

## **BODY**

### **A RESOLUTION OF THE CITY OF GRAND PRAIRIE, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE A MASTER COOPERATIVE AGREEMENT WITH THE EQUALIS GROUP TEXAS**

**WHEREAS,** the City Council of the City of Grand Prairie, Texas, approves the terms and conditions of the Cooperative Purchasing Agreement between the Equalis Group, Texas providing for a cooperative purchasing program for goods and services; designating the Purchasing Manager or his designee, as the official representative for the City of Grand Prairie; and

**WHEREAS,** the City of Grand Prairie, Texas, pursuant to the authority granted under Section 271.101 to 271.102 of the Local Government Code, desires to participate in the described purchasing program and is of the opinion that participation in this program will be highly beneficial to the taxpayers through anticipated savings to be realized.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS THAT:**

**SECTION 1.** THAT the Cooperative Purchasing Agreement with the Equalis Group, Texas is found to be acceptable and in the best interest of the City of Grand Prairie and its citizens and is hereby approved.

**SECTION 2.** THAT the City Manager is authorized to execute the agreement hereby approved on behalf of the City and that the Purchasing Manager or his designee is hereby designated to act for the City of Grand Prairie in all matters relating to the Cooperative Purchasing Agreement including the designation of specific contracts in which the City of Grand Prairie desires to participate.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 20th DAY OF JUNE 2023**

## Remain in Compliance with Equalis Group

The Public Sector procurement process is riddled with nuances and regulatory considerations established to safeguard how taxpayer dollars are spent. It is often overwhelming and confusing as purchasers navigate strict guidelines and a combination of local, state, and federal statutory requirements, but it doesn't have to be.

There are three compliant avenues for Public Sector entities to spend taxpayer dollars: 1) conducting stand-alone bids/RFPs/RFOs; 2) purchasing through State Term contracts; and, 3) buying through the types of competitively solicited cooperative agreements Equalis Group offers.

We leverage our extensive Public Sector procurement acumen and decades of experience to ensure our members remain compliant when utilizing our publicly procured cooperative agreements to save time and money.

Equalis Group partners with Lead Agencies, Region 10 Educational Service Center (**Region 10 ESC**) in Texas and The Cooperative Council of Governments (**CCOG**) in Ohio, to conduct rigorous and transparent competitive public sector procurement processes for critical products and services. Winning suppliers, distributors, and manufacturers are selected based on both qualitative criteria and pricing. We then establish compliant already-procured Master Agreements with these winning vendors that are available to public agencies nationwide.

## Equalis Group's Compliant Solicitation Process

### Step 1



#### Prepare Solicitation

Lead Agency identifies member needs

### Step 2



#### Publish Solicitation

Lead Agency publicly advertises & proactively distributes solicitation

### Step 3



#### Open Proposals

Vendors submit proposal responses

### Step 4



#### Evaluate & Award

Lead Agency evaluates responses using transparent criteria & issues contract awards

### Step 5



#### Establish Master Agreement

Lead Agency negotiates final contract & posts on [www.EqualisGroup.org](http://www.EqualisGroup.org)



In short, Equalis Group collaborates with our Lead Agencies to deliver compliant, publicly procured cooperative agreements that Public Sector entities across the country can utilize to: *i)* quickly acquire the products and services they need; *ii)* receive better pricing through the collective buying power of Equalis Group Members; and, *iii)* save time through Equalis Group's legal and compliant alternative to conducting their own resource-consuming solicitation process.

# Created by Public Sector Organization *for Public Sector Organizations*

Item 14.



## Who is Equalis Group?

Equalis Group is a Member-Driven, Supplier-Centric organization that embodies the power of partnership. Equalis Group operates with the guiding principle that when the objectives of buyers and sellers are aligned, sustainable value is created, transcending that of the typical short-term transactional relationship. With this differentiated approach, Equalis Group is not just a cooperative purchasing organization; we are a family.

We leverage Equalis Group members' combined buying power to command better pricing and favorable contract

terms from suppliers. We develop and administer a diverse portfolio of cooperative purchasing programs that cover a wide range of products and services and provide our members with a legal and compliant exemption to the bid/request for proposals (**RFP**) process.

Each program in our rapidly growing portfolio provides our members with contracting compliance and the ability to configure the solution that best meets their individual needs while achieving the lowest Total Cost of Ownership.

## Time Saved through Equalis Group = More Resources for You to Invest

How many hours and over how many weeks or months does your team invest in a typical solicitation process? How many solicitations does your organization publish each year? How much time and effort can your organization save by leveraging Equalis Group's already-procured portfolio of programs? In what ways can you re-invest that saved time and energy to fulfill your organization's purpose?

### Your Solicitation Process Today



### Your Implementation Process with Equalis Group



## *Become a Member of Equalis Group*

If you are not already a member, you can join Equalis Group in just minutes and immediately access our portfolio of cooperative purchasing programs. Simply visit [www.equalisgroup.org/member-registration](http://www.equalisgroup.org/member-registration) to get started. There are no dues, fees, or obligations.



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Mike Rieth, Buyer, Purchasing

**TITLE:** Annual Contract for printing services from AC Printing (\$57,090), Alpha Graphics (\$6,032.41), & Logan Graphics (\$24,072) for an annual total of \$87,194.41. This contract will be for one year with the option to renew for four additional one-year periods totaling \$435,972.05 if all extensions are exercised

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 06/06/2023)

**SUMMARY:**

<u>Vendor Name</u>	<u>Annual Cost</u>	<u>Total Cost</u>
AC Printing	\$57,090.00	\$285,450.00
Alpha Graphics	\$6,032.41	\$30,162.05
Logan Graphics	\$24,072.00	\$120,360.00
Total Costs	\$87,194.41	\$435,972.05

**PURPOSE OF REQUEST:**

This agreement will be for the purchase of specific printing needs for City division/departments, i.e., letterhead, business cards, envelopes, checks, police citation books, the Pipeline Newsletter, and specific items for Memorial Gardens and the Fire Department.

Notice of bid #23109 was advertised in the Fort Worth Star Telegram and Planet Bids; it was distributed to 39 vendors. There were 2 Grand Prairie vendors available for this commodity. Three bids were received as shown on attachment A, one was Grand Prairie vendor.

The award was based on best value criteria set up in the specification, including reputation, availability of an online ordering site, quality of the vendor's goods/services, qualifications and other relevant criteria as listed in the specification.

The following vendors meet specifications and are recommended for award:

AC Printing for letterheads, police citation books & pipeline newsletters.

Alpha Graphics for business cards.

Logan Graphics for envelopes, Memorial Gardens printed materials and fire printed materials.

**PROCUREMENT DETAILS:**

Procurement Method: RFB

Local Vendor  HUB Vendor

Number of Responses: 3 RFB #: 23109

Selection Details:  Low Bid  Best Value

**FINANCIAL CONSIDERATION:**


Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Funds are available in various departments operating budgets and will be charged accordingly on orders through the end of the fiscal year. Funding for future fiscal years will be paid from that year's approved budgets.
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary



Printing Services  
RFB #23109  
TABULATION

				<b>Bid Tabulation</b> Printing Services RFB # 23109		AC Printing Location		Alpha Graphics Location		Logan Graphics Location	
Item	Description	QTY	UOM	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price		
1	Standard Business card with mission statement	60	box	\$ 60.00	\$ 3,600.00	\$ 25.32	\$ 1,519.20	\$ 37.00	\$ 2,220.00		
2	Standard Business card with additional information Landfill	8	box	\$ 75.00	\$ 600.00	\$ 25.32	\$ 202.56	\$ 37.00	\$ 296.00		
3	Standard Business Card with Additional Information: Landfill 2	8	box	\$ 75.00	\$ 600.00	\$ 25.32	\$ 202.56	\$ 37.00	\$ 296.00		
4	Standard Business Card with Additional Information: Other Departments	9	box	\$ 75.00	\$ 675.00	\$ 25.32	\$ 227.88	\$ 37.00	\$ 333.00		
5	Standard Business Card with Additional Information: Tourism	5	box	\$ 75.00	\$ 375.00	\$ 25.32	\$ 126.60	\$ 37.00	\$ 185.00		
6	Standard Business Card with Additional Information: Parks & Recreation	9	box	\$ 75.00	\$ 675.00	\$ 25.32	\$ 227.88	\$ 37.00	\$ 333.00		
7	Standard Business Card with Additional Information: GPTV	9	box	\$ 75.00	\$ 675.00	\$ 25.32	\$ 227.88	\$ 37.00	\$ 333.00		
8	Human Resources - Apply for Jobs Online	3	box	\$ 75.00	\$ 225.00	\$ 25.32	\$ 75.96	\$ 37.00	\$ 111.00		
9	Police Department	12	box	\$ 75.00	\$ 900.00	\$ 25.32	\$ 303.84	\$ 37.00	\$ 444.00		
10	Police Academy	12	box	\$ 75.00	\$ 900.00	\$ 25.32	\$ 303.84	\$ 37.00	\$ 444.00		
11	Fire Department	3	box	\$ 75.00	\$ 225.00	\$ 25.32	\$ 75.96	\$ 37.00	\$ 111.00		
12	Standard Business Card	20	box	\$ 75.00	\$ 1,500.00	\$ 46.15	\$ 923.00	\$ 46.00	\$ 920.00		
13	Standard Business Card with Additional Information: Landfill 1	1	box	\$ 90.00	\$ 90.00	\$ 46.15	\$ 46.15	\$ 46.00	\$ 46.00		
14	Standard Business Card with Additional Information: Landfill 2	1	box	\$ 90.00	\$ 90.00	\$ 46.15	\$ 46.15	\$ 46.00	\$ 46.00		
15	Standard Business Card with Additional Information: Other Departments	1	box	\$ 90.00	\$ 90.00	\$ 46.15	\$ 46.15	\$ 46.00	\$ 46.00		
16	Standard Business Card with Additional Information: Tourism	1	box	\$ 90.00	\$ 90.00	\$ 46.15	\$ 46.15	\$ 46.00	\$ 46.00		
17	Standard Business Card with Additional Information: Parks & Recreation	1	box	\$ 90.00	\$ 90.00	\$ 46.15	\$ 46.15	\$ 46.00	\$ 46.00		
18	Standard Business Card with Additional Information: GPTV	1	box	\$ 90.00	\$ 90.00	\$ 46.15	\$ 46.15	\$ 46.00	\$ 46.00		
19	Human Resources - Apply for Jobs Online	1	box	\$ 90.00	\$ 90.00	\$ 46.15	\$ 46.15	\$ 46.00	\$ 46.00		
20	Police Department	12	box	\$ 90.00	\$ 1,080.00	\$ 46.15	\$ 553.80	\$ 46.00	\$ 552.00		
21	Police Academy	11	box	\$ 90.00	\$ 990.00	\$ 46.15	\$ 507.65	\$ 46.00	\$ 506.00		
22	Fire Department	1	box	\$ 90.00	\$ 90.00	\$ 46.15	\$ 46.15	\$ 46.00	\$ 46.00		
23	Ruthe Jackson Center	1	box	\$ 90.00	\$ 90.00	\$ 46.15	\$ 46.15	\$ 46.00	\$ 46.00		
24	Ruthe Jackson Center - Wedding & Social Events	3	box	\$ 130.00	\$ 390.00	\$ 46.15	\$ 138.45	\$ 48.00	\$ 144.00		
<b>Business Card Total</b>					\$ 14,220.00	\$ 6,032.41	\$ 7,642.00				

				<b>Bid Tabulation</b>							
				Printing Services							
				RFB # 23109		AC Printing		Alpha Graphics		Logan Graphics	
						Location		Location		Location	
Item	Description	QTY	UOM	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price	Unit Price	Extended Price
28	No window w/o grass	25	box	\$ 75.00	\$ 1,875.00		No bid	\$ 75.00	\$ 1,875.00		
29	With window w/o grass	25	box	\$ 100.00	\$ 2,500.00		No bid	\$ 79.00	\$ 1,975.00		
30	No window w/ grass	25	box	\$ 185.00	\$ 4,625.00		No bid	\$ 135.00	\$ 3,375.00		
31	With window w/ grass	25	box	\$ 190.00	\$ 4,750.00		No bid	\$ 139.00	\$ 3,475.00		
32	AP/Payroll w/ window	50	box	\$ 107.00	\$ 5,350.00		No bid	No bid			
33	Section 8 w/ window	20	box	\$ 75.00	\$ 1,500.00		No bid	No bid			
34	MG Color Leaf Envelope	2	box	\$ 165.00	\$ 330.00		No bid	\$ 121.00	\$ 242.00		
35	MG Invitation Envelope	2	box	\$ 210.00	\$ 420.00		No bid	\$ 113.00	\$ 226.00		
36	MG Large Envelope	2	box	\$ 310.00	\$ 620.00		No bid	\$ 180.00	\$ 360.00		
37	MG Return Envelope	10	box	\$ 65.00	\$ 650.00		No bid	\$ 121.00	\$ 1,210.00		
38	MG Window Envelope	10	box	\$ 65.00	\$ 650.00		No bid	\$ 124.00	\$ 1,240.00		
39	PLGC Envelope	2	box	\$ 65.00	\$ 130.00		No bid	\$ 121.00	\$ 242.00		
40	TRGC Envelope	4	box	\$ 200.00	\$ 800.00		No bid	\$ 152.00	\$ 608.00		
41	FD Plain Envelope	4	box	\$ 65.00	\$ 260.00		No bid	\$ 121.00	\$ 484.00		
42	FD Window Envelope	4	box	\$ 75.00	\$ 300.00		No bid	\$ 124.00	\$ 496.00		
43	PD Plain Envelopes	4	box	\$ 65.00	\$ 260.00		No bid	\$ 121.00	\$ 484.00		
44	PD Window Envelope	4	box	\$ 75.00	\$ 300.00		No bid	\$ 124.00	\$ 496.00		
<b>Envelopes Total</b>					\$ 25,320.00						\$ 16,788.00
45	2 Color Laser plain no grass	34	box	\$ 100.00	\$ 3,400.00	\$ 184.21	\$ 6,263.14	\$ 115.00	\$ 3,910.00		
46	2 Color Laser grass footer w/ bleed	33	box	\$ 110.00	\$ 3,630.00	\$ 184.21	\$ 6,078.93	\$ 123.00	\$ 4,059.00		
47	2 Color Laser grass footer w/o bleed	33	box	\$ 100.00	\$ 3,300.00	\$ 184.21	\$ 6,078.93	\$ 115.00	\$ 3,795.00		
48	Offices of the Mayor, City Council and City Manager	3	box	\$ 140.00	\$ 420.00	\$ 280.26	\$ 840.78	\$ 150.00	\$ 450.00		
49	Fire Department	1	box	\$ 150.00	\$ 150.00	\$ 143.72	\$ 143.72	\$ 115.00	\$ 115.00		
50	GP Memorial Gardens	1	box	\$ 250.00	\$ 250.00	\$ 231.97	\$ 231.97	\$ 179.00	\$ 179.00		
51	Tangle Ridge	4	box	\$ 250.00	\$ 1,000.00	\$ 270.66	\$ 1,082.64	\$ 150.00	\$ 600.00		
<b>Letterhead Total</b>					\$ 12,150.00		\$ 20,720.11		\$ 13,108.00		
52	Police Traffic Citation Books	60000	set	\$ 0.35	\$ 21,000.00		No bid		No bid		
<b>Police Citation Books Total</b>					\$ 21,000.00		NA		NA		
53	Pipeline Newsletter approx. 538,800	12	mo	\$ 1,995.00	\$ 23,940.00	\$ 4,570.13	\$ 54,841.56		No bid		
<b>Pipeline Newsletter Total</b>					\$ 23,940.00		\$ 54,841.56		NA		
54	Invitation 250/box	2	box	\$ 195.00	\$ 390.00		No bid	\$ 122.00	\$ 244.00		
55	Interment Order & Authorization Form 500/box	2	box	\$ 175.00	\$ 350.00		No bid	\$ 184.00	\$ 368.00		
56	Purchase Agreement Form 500/box	2	box	\$ 250.00	\$ 500.00		No bid	\$ 245.00	\$ 490.00		
57	Rules & Regulations 500/box	1	box	\$ 330.00	\$ 330.00		No bid	\$ 683.00	\$ 683.00		
58	Statement Paper 2,500/box	4	box	\$ 280.00	\$ 1,120.00		No bid	\$ 141.00	\$ 564.00		
59	Information Folder 250/box	5	box	\$ 750.00	\$ 3,750.00		No bid	\$ 742.00	\$ 3,710.00		
<b>MG Printed Material Total</b>					\$ 6,440.00		NA		\$ 6,059.00		
60	FD Deposit Slip	1	box	\$ 170.00	\$ 170.00		No bid	\$ 103.00	\$ 103.00		
61	FD Ambulance Subscription Cards	2	box	\$ 100.00	\$ 200.00		No bid	\$ 109.00	\$ 218.00		
62	PD Tow Slip	1	box	\$ 365.00	\$ 365.00		No bid	\$ 103.00	\$ 103.00		
63	Receipt Book	1	box	\$ 310.00	\$ 310.00		No bid	No bid			
64	Brochures	1	box	\$ 245.00	\$ 245.00		No bid	\$ 220.00	\$ 220.00		
65	"White card"/ Accident Card	1	box	\$ 80.00	\$ 80.00		No bid	\$ 89.00	\$ 89.00		
66	Exchange Form	1	box	\$ 85.00	\$ 85.00		No bid	\$ 96.00	\$ 96.00		
67	Latent Print Card	1	box	\$ 100.00	\$ 100.00		No bid	No bid			
68	Post Cards	1	box	\$ 110.00	\$ 110.00		No bid	\$ 186.00	\$ 186.00		
69	Evidence Envelopes	1	box	\$ 170.00	\$ 170.00		No bid	\$ 210.00	\$ 210.00		
70	Evidence Bags	1	box	No bid			No bid	No bid			
<b>Fire Printed Material Total</b>					\$ 1,835.00		NA		\$ 1,225.00		
Minimum Order Charge					\$ 1,835.00		None		\$ 36.00		
Processing Fee or Surcharge for credit card					\$ 50.00		None		\$ 0.05		
<b>TOTAL AWARD</b>					\$ 57,090.00		\$ 6,032.41		\$ 24,072.00		



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Lisa Norris, Human Resources Director, Human Resources

**TITLE:** Annual Contract for Flexible Spending and Dependent Care Account Administration from Total Administrative Services Corporation (TASC) up to \$19,950 annually. This contract will be for one year with the option to renew for four additional one-year periods totaling \$99,750 if all extensions are exercised

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 06/06/2023)

**SUMMARY:**

<i>Vendor Name</i>	<i>Annual Cost</i>	<i>Total Cost</i>
Total Administrative Services Corporation (TASC)	\$19,950.00	\$99,750.00

**PURPOSE OF REQUEST:**

The Flexible Spending Account is a tax saving that allows employees to set aside their earnings to cover medical, dental, or vision expenses in a calendar year. The Dependent Care Account is tax savings that allow employees to make contributions from their earnings to cover expenses such as daycare costs. Based on past enrollment, we estimate 385 employees will enroll in the Flexible Spending Account and 25 will enroll in the Dependent Care Account. Our current contract with NAVIA Benefits is due to end on December 31, 2023.

We issued a Request for Proposals #23129 on April 27, 2023, with bids due May 12, 2023. Proposal packets were available on [www.planetbids.com](http://www.planetbids.com) and sent to 22 carriers. Five carriers responded to the city’s proposal. One vendor was considered non-responsive as it did not provide the required five-year rate guarantee. This left our current vendor, NAVIA Benefits, and three remaining carriers, Alerus, Ameriflex, and Total Administrative Services Corporation for Best and Final review. On benefits products, the city requests multi-year contraction for continuity, plan stability and to limit employee impact or change. Our standard request is a 5-year contract, with the option to renew annually beyond that period. This is what has been quoted on the products and finalists noted in the Exhibits.

Utilizing estimated cost is based upon a projected 5% enrollment growth production over the five-year contract term. The projected administrative cost is \$19,950 per year with a five-year total cost projection of \$99,750. The actual total cost may vary depending upon benefits elections made by employees during annual open enrollment.

**PROCUREMENT DETAILS:**

Procurement Method:  **RFP**  Sole Source  Professional Services  Exempt

Local Vendor  HUB Vendor

Number of Responses: 5 RFP # 23126

Selection Details:  Low Bid  Best Value

Responses were evaluated by a committee including Human Resource staff members and our benefits consultant from Holmes Murphy. Total Administrative Services Corporation scored the highest overall and was selected as the “best value” of the proposal responses received. The award was based on “best value” criteria set up in the specification, including Fees, Renewals, Guarantees, Plan Benefits, Services, Implementation, and References.


**FINANCIAL CONSIDERATION:**


Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Employee Insurance Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

- 1- Exhibit A – RFP Tabulation

**RFP TABULATION**  
**23126 FSA & DEPENDENT CARE**

		<b>Bid Tabulation</b>		Total Administrative Services Corporation <b>(Recommended)</b>	Alerus	Ameriflex	Navia
		FSA & Dependent Care					
		RFP #23126					
				Madison, WI	St. Paul, MN	Carrollton, TX	Bellevue, WA
	<b>Description</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>
1	FSA & Dependent Care -Year 1	1	YR	\$ 19,950.00	\$ 17,286.00	\$ 16,254.00	\$ 20,640.00
2	FSA & Dependent Care -Year 2	1	YR	\$ 19,950.00	\$ 17,286.00	\$ 16,429.00	\$ 20,640.00
3	FSA & Dependent Care -Year 3	1	YR	\$ 19,950.00	\$ 17,286.00	\$ 16,429.00	\$ 20,640.00
4	FSA & Dependent Care -Year 4	1	YR	\$ 19,950.00	\$ 17,286.00	\$ 16,429.00	\$ 20,640.00
5	FSA & Dependent Care -Year 5	1	YR	\$ 19,950.00	\$ 17,286.00	\$ 16,429.00	\$ 20,640.00
<b>TOTAL</b>				99,750.00	86,430.00	81,970.00	103,200.00

		<b>Evaluation Score Card</b>		Total Administrative Services Corporation <b>(Recommended)</b>	Alerus	Ameriflex	Navia
		FSA & Dependent Care					
		RFP #23126					
				Madison, WI	St. Paul, MN	Carrollton, TX	Bellevue, WA
<b>Evaluation Criteria</b>	<b>Maximum Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>
Fees, Renewals, and Guarantees	50.00	41.09	47.42	50.00	39.71		
Plan Benefits, Services, and Implementation	40.00	40.00	24.00	16.00	16.00		
References/Municipal Experience	10.00	6.67	5.33	0.00	8.67		
<b>Total</b>	<b>100.00</b>	<b>87.75</b>	<b>76.75</b>	<b>66.00</b>	<b>64.38</b>		



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Lisa Norris, Human Resources Director, Human Resources

**TITLE:** One year agreement with Superior Vision, including four annual renewal options, for Basic and Enhanced Insurance plans with guaranteed fixed rates for five years

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 06/06/2023)

**SUMMARY:**

<i>Vendor Name</i>	<i>Estimated Annual Cost</i>	<i>Estimated Total Cost</i>
Superior Vision	\$148,999.44	\$744,997.20

**PURPOSE OF REQUEST:**

Our current contract with Superior Vision is due to expire on December 31, 2023. Vision insurance is 100% employee funded - there is no city cost or subsidy. Vision insurance is provided to employees, retirees, and city council members as voluntary coverage. The exact cost may vary based upon the actual enrollment options selected by employees during open enrollment.

We issued Request for Proposal #23129 on April 27, 2023, with bids due on May 12, 2023, for analysis with an effective date of January 1, 2024. Proposal packets were available on [www.planetbids.com](http://www.planetbids.com) and also sent to 25 known vision carriers. Eight (8) responses were received. We estimated 288 enrolled on Basic Vision to equal approximately \$10,782.24 annually, and 1,038 enrolled on Enhanced Vision to equal \$138,217.20 annually, for a combined total of \$148,999.44 per year of the contract.

The Basic Plan covers an annual eye examination once every 12 months. The Enhanced Plan covers many benefits at a copay level or via an allowance for services such as an annual eye examination, lenses/frames, contact fitting fees and contacts, as well as Lasik discounts for employees and retirees. The bid and contract will allow the parties to extend the agreement beyond five years if there are no material changes, but council approval will be required for any extension beyond the initial five years. Rates for Employee Only, Employee + Spouse, Employee + Children, and Employee + Family are \$1.98, \$3.94, \$3.58, and \$5.90 respectively on the Basic Plan, and \$6.52, \$13.10, \$11.45, and \$19.22 respectively on the Enhanced Plan.

**PROCUREMENT DETAILS:**

Procurement Method:  RFB/RFP

Local Vendor  HUB Vendor (None)

Number of Responses: 8 RFP/RFB #: 23129

Selection Details:  Low Bid  Best Value

Responses were evaluated by a committee including Human Resource staff and our benefits consultant, Holmes Murphy. Superior Vision scored the highest overall and was selected as the “best value” provider. The award was based on “best value” criteria including Fees, Renewals, Guarantees, Plan Benefits, Services, Implementation and References.


**FINANCIAL CONSIDERATION:**


Budgeted?	<input checked="" type="checkbox"/>	Fund Name: Employee Insurance Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- RFP Tabulation

**RFP TABULATION**  
**23129 Vision Care**

		<b>Bid Tabulation</b>		Superior Vision (Recommended)	Aflac	Avesis	CEC	United Health Care	VSP
		Vision Care RFP #23129		Linthicum, MD	Tampa, FL	Phoenix, AZ	Charlotte, NC	Richardson, TX	Rancho Cordova, CA
<b>Item</b>	<b>Description</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>	<b>Unit Price</b>
1	Basic + Enhanced	1	YR	\$ 148,999.44	\$ 131,473.80	\$ 175,002.84	\$ 114,445.08	\$ 163,685.76	\$ 147,711.12
2	Basic + Enhanced	2	YR	\$ 148,999.44	\$ 131,473.80	\$ 175,002.84	\$ 114,445.08	\$ 163,685.76	\$ 155,211.12
3	Basic + Enhanced	3	YR	\$ 148,999.44	\$ 131,473.80	\$ 175,002.84	\$ 114,445.08	\$ 163,685.76	\$ 155,211.12
4	Basic + Enhanced	4	YR	\$ 148,999.44	\$ 131,473.80	\$ 175,002.84	\$ 114,445.08	\$ 163,685.76	\$ 155,211.12
5	Basic + Enhanced	5	YR	\$ 148,999.44	\$ 139,362.23	\$ 175,002.84	\$ 114,445.08	\$ 173,506.91	\$ 155,211.12
<b>TOTAL</b>				744,997.20	665,257.43	875,014.20	572,225.40	828,249.95	768,555.60

		<b>Evaluation Score Card</b>		Superior Vision (Recommended)	Aflac	Avesis	CEC	United Health Care	VSP
		Vision Care RFP #23129		Linthicum, MD	Tampa, FL	Phoenix, AZ	Charlotte, NC	Richardson, TX	Rancho Cordova, CA
<b>Evaluation Criteria</b>	<b>Maximum Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	<b>Score</b>	
Fees, Renewals, and Guarantees	50.00	38.40	43.01	32.70	50.00	34.54	37.23		
Plan Benefits, Services, and Implementation	40.00	40.00	28.00	24.00	20.00	32.00	32.00		
References/Municipal Experience	10.00	0.00	0.00	6.67	6.67	9.33	3.33		
<b>Total</b>	<b>100.00</b>	<b>78.40</b>	<b>71.01</b>	<b>63.36</b>	<b>76.67</b>	<b>75.88</b>	<b>72.56</b>		





**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Keshnel Penny, CIO - Information Technology

**TITLE:** New cubicles purchase for Information Technology Application Services and Administration Divisions from Interior Resources Group totaling \$85,228.10.

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 06/06/2023)

**SUMMARY:**

<i>Vendor Name</i>	<i>Annual Cost</i>	<i>Total Cost</i>
Interior Resources Group	\$85,228.10	\$85,228.10

**PURPOSE OF REQUEST:**

The Department of Information Technology is modernizing the workspace in accordance with City Hall’s design. The current workspace and equipment has been in use for numerous years.

**PROCUREMENT DETAILS:**

Procurement Method:  Cooperative

**FINANCIAL CONSIDERATION:**

If Capital Improvement:					
Total Project Budget	\$85,228.10	Proposed New Funding:	\$0	Remaining Funding:	\$0

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

Amount will come from IT CIP Fund 02302603 and 02215501.





**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Ray Cerda, Interim Director of Parks, Arts and Recreation

**TITLE:** Change Order #1 for Yellowstone Landscape for landscape services of additional locations at Epic Central and price adjustments in the amount of \$26,969.32 annually

**REVIEWING COMMITTEE:** (Reviewed by Finance and Government Committee on 06/06/23)

**SUMMARY:**

<u>Vendor Name</u>	<u>Annual Cost</u>	<u>Total Cost</u>
Yellowstone Landscape	\$873,746.32	\$4,368,731.60

**PURPOSE OF REQUEST:**

On March 21, 2023, Council approved a contract for Yellowstone Landscape in the amount of \$846,777 for landscape maintenance services at Epic Central for approximately 173 acres of park space. Because this change order increases the contract value by more than \$50,000 for the additional contract renewals, this change cannot be implemented without City Council authorization.

This proposed Change Order #1 is for landscape maintenance of an additional location at Epic Central. The newly acquired tract of land located at 3000 Waterwood Dr. will be added to the contract for weekly landscape services and daily trash services. This change order also accounts for price adjustments on bid pricing that was incorrect on the original bid.

This change order will not change the term of this contract. The expiration date will be March 31, 2024. The new contract amount will be \$873,746.32. The contract will still have the option to renew for four additional one-year periods totaling \$4,368,731.60 if all extensions are exercised.

**HISTORY:**

	<u>Amount</u>	<u>Approval Date</u>	<u>Reason</u>
<i>Original Contract:</i>	\$846,777.00	03/21/23	Landscape Maintenance
<i>Change Order #1</i>	\$ 26,969.32	06/06/23	addition locations
<b><u>TOTAL:</u></b>	\$873,746.32		

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Epic, Epic Central and Storm Water Utilities Fund
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**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Mona Lisa Galicia, City Secretary

**TITLE:** Authorize up to an additional \$73,463 to fund Elections Contracts with Dallas County Elections, Tarrant County Elections and Ellis County Elections for the June 10, 2023 Joint Runoff Election, for a total of \$238,463

**REVIEWING COMMITTEE:**

**SUMMARY:**

<i>Vendor Name</i>	<i>May 6, Election Estimated Costs</i>	<i>June 10, 2023 Runoff Election Estimated Costs</i>	<i>Total estimated costs</i>
Dallas County Elections	\$93,377	\$102,134	
Tarrant County Elections	\$13,452	\$15,000	
Ellis County Elections	\$4,500	\$6,000	
Publication/Translation Expenses	\$2,000	\$2,000	
<b>Total</b>	\$113,329	\$125,134	<b>\$238,463</b>

**PURPOSE OF REQUEST:**

The City of Grand Prairie will hold a Runoff Election for the position of City Council Place 7 At Large on June 10, 2023. On February 7, 2023, City Council passed Ordinance 11336-2023 authorizing the City to contract with Tarrant County Elections Department, Dallas County Elections Department and Ellis County Elections Department to conduct the May 6, 2023, Joint General Election and a runoff election if necessary. A total of \$150,000 was budgeted for the May 2023 election. On March 7, 2023, City Council **approved funding for total elections costs with contingency transfers of up to \$165,000.** This would authorize **additional funding up to \$73,463** (\$238,463 - \$165,000) to cover additional estimated costs for the June 10<sup>th</sup> Runoff Election for a total estimated cost of \$238,463 for both elections.

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	General Fund
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**CITY OF GRAND PRAIRIE  
ORDINANCE**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Caryl DeVries, P.E., PTOE, Asst Director, Transportation & Mobility

**TITLE:** Contract with Kimley-Horn and Associates for Fiber Optic Master Plan (Phase I at a cost of \$257,302.45), and design plans, specifications, and cost estimates (Phase II at a cost of \$522,729.06) for a total project cost of \$780,031.51

**REVIEWING COMMITTEE:** (Reviewed by the Finance & Government on 06/06/2023)

**SUMMARY:**

<u>Vendor Name</u>	<u>Annual Cost</u>	<u>Total Cost</u>
Kimley Horn and Associates		\$780,031.51

**PURPOSE OF REQUEST:**

This project will include the development of a Fiber Master Plan and subsequent plans, specifications, and estimates (PS&E) for recommended CIP projects. Phase I will encompass the Fiber Master Plan and Phase II the PS&E development.

The Fiber Master Plan will evaluate the current fiber network condition, needs, and requirements. It will review EtherWAN Ethernet network upgrades for the Transportation network, identify future expansion needs to support various City Department’s needs, and will recommend a plan to upgrade existing fiber. This replacement portion along with new connections will be delivered in prioritized CIP projects for design in Phase II of this project. Phase II will produce the necessary PS&E and the consultant will also provide professional construction phase support services to supply construction and inspection assistance.

Kimley-Horn and Associates has performed the Transportation fiber network design and been technical support of same for about 20 years in Grand Prairie. Their inherent knowledge of our network is invaluable. Chapter 252, Section 22 of the Local Government Code allows for the exemption to competitive bidding when expenditure is for Professional Engineering services. Kimley-Horn and Associates was selected for this project due to their previous experience with this project and the Grand Prairie Transportation fiber optic network.

**PROCUREMENT DETAILS:**

Procurement Method:  Cooperative/Interlocal  RFB/RFP  Sole Source  Professional Services  Exempt

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	IT Capital Fund	\$250,000.00	Phase I
			Streets Capital Fund	\$ 7,302.45	Phase I

If Capital Improvement:					
Total Project Budget	\$780,031.51	Proposed New Funding:	\$522,729.06	Remaining Funding:	\$XXX

**ATTACHMENTS / SUPPORTING DOCUMENTS:**

- 1- Exhibit A – Scope of Services
- 2- Exhibit B – Schedule of Work
- 3- Exhibit C – Fee Schedule

**BODY**

**AN ORDINANCE OF THE CITY OF GRAND PRAIRIE, TEXAS, AMENDING THE FY 2022/2023 CAPITAL IMPROVEMENT PROJECTS BUDGET BY TRANSFERRING \$522,729.06 FROM THE UNOBLIGATED FUND BALANCE IN THE STREET CAPITAL PROJECTS FUND (400192) TO FIBER MASTER PLAN PROJECT**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS:**

**SECTION 1.** That the FY 2022/2023 Capital Improvement Projects Budget be amended by transferring \$522,729.06 from the unobligated fund balance in the Street Capital Projects Fund (400192) to Fiber Master Plan Project.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF GRAND PRAIRIE, TEXAS, ON THIS THE 20 DAY OF JUNE 2023.**

## **EXHIBIT “A” SCOPE OF SERVICES**

### **PROJECT UNDERSTANDING**

The City of Grand Prairie operates and maintains two separate fiber optic networks connecting various City facilities on one, and supports the City’s Advanced Traffic Management System (ATMS) on the other. Much of the network was constructed over 20 years ago, approaching design life, and is in need of replacement. There is a need for this system to be upgraded or replaced to serve the long-range communication goals and objectives. This project will include the development of a Fiber Master Plan and subsequent plans, specifications, and estimate (PS&E) for recommended CIP projects. The Fiber Master Plan will achieve the following objectives:

- Evaluate the current condition and operation of the two existing outside plant fiber networks;
- Conduct an assessment to determine needs and requirements;
- Review Ethernet network upgrade conducted by EtherWAN through Consolidate Traffic Controls, proposed for the ATMS (Transportation Network);
- Identify future connections or expansion of the fiber networks to support Water, IT, Traffic Department, and Other City Department’s needs.
- Program plan for upgrade or replacement of existing fiber networks through recommended CIP projects;
- Establish an Operations and Maintenance (O&M) Plan; and
- Prioritize CIP projects and implementation approach.

This project will be completed in two phases as outlined in the scope of services below. Phase 1 will encompass the Fiber Master Plan and Phase 2 the PS&E development. The Professional will manage the services outlined as efficiently and effectively as practicable. The Professional will manage the project team, communicate effectively, coordinate internally and externally with members of the project team, and proactively address project issues with the City’s Project Manager and other assigned City representatives.

### **PHASE 1**

#### **TASK 1.0 PROJECT MANAGEMENT**

##### **Subtask 1.1 Project Control and Management**

The Professional will be responsible for the day-to-day activities of managing the project within the project schedule identified in **Exhibit B**. Specific activities include ongoing reassessments of contract and schedule adherence.

The Professional will develop a project filing system, both for data in hard copy format and for electronic data. This filing system, which will be maintained in the Professional’s offices for the life of the project, will be designed to assure that files can be easily located and retrieved at all times. This filing system will also assure that electronic files are frequently backed up, with duplicate copies stored at a secure, off-site location. Two (2) copies of the electronic data will be submitted to the City at project closure.



### **Subtask 1.2 Status Reports and Invoicing**

Monthly status reports will be prepared and submitted to the City. The status reports will contain a concise report of project progress and contract fulfillment. The report will address technical progress, contract progress, and management-related topics. Monthly invoicing will be part of the status report package.

**Subtask 1.3 Project Status and Review Meetings.** In addition to the reporting requirements outlined above, project status meetings with the City will help the Professional maintain schedule and contract adherence. Six specifically called project status meetings may be necessary over the course of the project. Additional meetings related to specific project tasks and deliverables are identified under this scope as part of those tasks. The Consultant will prepare agendas, materials, and meeting notes for these meetings.

### **Subtask 1.4 Quality Assurance and Control**

The Professional will utilize Kimley-Horn's Quality Control and Assurance Program. The program involves a quality review process consisting of checked, backchecked, corrected, and verified review stages. This review procedure is conducted at each submittal phase.

## **TASK 2.0 MEETINGS**

### **Subtask 2.1 Kick-off Meeting**

The Professional will meet with the City to begin the exchange of data to be provided to the Professional. Also during this meeting, reporting requirements, as they relate to invoicing and task status, will be reviewed and agreed upon. The Professional will create a template for the invoice format and provide the template to the City for review. The kick-off meeting will have an approximate duration of one (1) hour and will be held at the City of Grand Prairie's Development Center or through virtual meeting.

### **Subtask 2.2 Submittal Review Meetings**

The Professional will facilitate two (2) project status/technical meetings occurring at the conclusion of the draft and final submittals. The date, time, and location for these meetings will be determined by the City. The Professional will prepare agendas, materials, and meeting notes for each of these meetings. Each meeting will be scheduled to last two (2) hours.

### **Subtask 2.3 EtherWAN Network Workshop**

The Professional will facilitate one (1) workshop meeting to discuss plans for the replacement of various Cisco network equipment with EtherWAN network equipment. The goal of the workshop is for the Professional to understand the architecture and configuration of EtherWAN's recommended network design and how it relates to the Fiber Master Plan. At the conclusion of the meeting, the Professional will prepare meeting notes to be distributed to the City for review.

## **TASK 3.0 DATA COLLECTION**

This task includes the collection and organization of data by the Professional for use in other tasks of this project. The specific type, quantity, and other requirements of the data to be collected, reduced, and organized by the Professional are described in the following subtasks.

### **Subtask 3.1 Collect Existing System Information**

The Professional will rely on data obtained under previous contracts with the City for this project. Much of this data will need to be verified for accuracy. The Professional may request new data

consisting of existing GIS maps, record drawings, tabular data, or high-level network schematics that pertain to the following functional areas:

#### Wireless Network

- Licensed and Un-licensed broadband point-to-point (PTP) networks
- Un-licensed broadband point-to-multipoint (PMP) networks

#### Traffic Signal Control

- Existing, planned, and future traffic signals
- Existing and planned conduit infrastructure
- Routing of existing fiber networks

#### ITS Devices

- Existing, planned, and future ITS device locations

#### Information Technology (IT)

- Core architecture requirements;
- Existing and planned conduit infrastructure

#### Water Department

- System map of all infrastructure locations requiring communication
- Core architecture requirements
- Existing and planned conduit infrastructure

#### School District

- System map of all infrastructure locations requiring communication
- Core architecture requirements
- Existing and planned conduit infrastructure

### **Subtask 3.2 Existing Conditions Map**

Upon receipt of data collected under Subtask 3.1, the Professional will develop an existing conditions system map showing the routing of all existing fiber infrastructure and connections. The Professional will prepare this map in KMZ format.

## **TASK 4.0 NEEDS AND REQUIREMENTS WORKSHOP**

The Professional will conduct a half-day workshop with City stakeholders to identify fiber communication needs and design requirements for providing a robust communications network infrastructure that will support the City's existing and planned fiber communication network goals and objectives. The workshop will establish the following:

- Identify project goals and objectives
- Identify planned and future connections to City facilities
- Establish priorities for connections (near, mid, long-term)
- Discuss preferred communication architectures and redundancy needs
- Identify fiber communication infrastructure that can be reused
- Identify fiber communication infrastructure that requires replacement
- Discuss design approach to maintain operation of existing system during phased implementation of new system
- Establish preliminary design criteria

The Professional will submit a single draft of needs and requirements to City staff for review and comment. This document will feed into the Fiber Master Plan deliverable.

### **TASK 5.0 PRELIMINARY NETWORK DESIGN**

Based on the Needs, Requirements, and existing and planned communications network discussed under Task 4.0, the Professional will develop a recommended communications system design. The Professional will further develop the KMZ created under Subtask 3.2 to convey the following:

- Identify existing, planned, and future facility connections;
- Identify existing and proposed fiber conduit infrastructure;
- Network topology configurations;
- Identify splice locations;
- TMC/BTMC nodes and Hub locations;
- Establish fiber ring architecture routing and owner/operator;

Identify backbone redundancy

The technical elements will be described as appropriate to define the design parameters of the proposed communications architecture but will not go into low-level detail that should be addressed in the development of plans, specifications, and estimates (PS&E).

The Professional will use this information to develop one Section of the Fiber Master Plan.

### **TASK 6.0 FIBER MANAGEMENT SOFTWARE**

The professional will research and evaluate up to three (3) commercially available off-the-shelf (COTS) Fiber Management Software. The software will supplement the City's Network Management Software to allow TMC staff and IT staff to monitor, troubleshoot, and document the fiber optic infrastructure throughout the City. The Professional will complete the following:

- Conduct a state of the practice and literature review of COTS software solutions;
- Summarize software functionality;
- Compile upfront license and renewal costs;
- Organize vendor demonstrations; and
- Provide recommendation on software solution.

The Professional will prepare a technical memorandum as a deliverable for this task for City review.

### **TASK 7.0 FIBER MASTER PLAN**

Following the completion of Task 4 and Task 5, and acceptance of the Professional's recommendations, the Professional will develop the Fiber Master Plan. The work activities associated with this task leverage a significant amount of effort already put forward to the development of the plan. The following Report sections are anticipated:

- Section 1. Introduction and Background
- Section 2. Existing Conditions
- Section 3. Needs Assessment
- Section 4. Requirements
- Section 5. Recommended Network Design
- Section 6. Implementation and Prioritized CIP Projects
- Section 7. Maintenance and Operations

The Professional will submit a draft Communication Master Plan document for City review. After comments are received, the Professional will update the document to serve as final deliverable.

## **PHASE 2**

Upon completion of Phase 1, the Professional will manage the scope of services outlined under Phase 2 as efficiently and effectively as practicable after authorization from the City. It is understood the City will authorize the Professional to prepare PS&E for CIP projects identified in the Fiber Master Plan. The City will direct the Professional to proceed based on one or multiple projects. The Professional will manage the project team, communicate effectively, coordinate internally and externally with members of the project team, and proactively address project issues with the City's Project Manager and other assigned City representatives.

### **TASK 1.0 PROJECT MANAGEMENT**

#### **Subtask 1.1 Project Control and Management**

The Professional will be responsible for the day-to-day activities of managing the project within the project schedule mutually agreed to between the Professional and the City. Specific activities include ongoing reassessments of contract and schedule adherence.

The Professional will develop a project filing system, both for data in hard copy format and for electronic data. This filing system, which will be maintained in the Professional's offices for the life of the project, will be designed to assure that files can be easily located and retrieved at all times. This filing system will also assure that electronic files are frequently backed up, with duplicate copies stored at a secure, off-site location. Two (2) copies of the electronic data will be submitted to the City at project closure.

#### **Subtask 1.2 Status Reports and Invoicing**

Monthly status reports will be prepared and submitted to the City. The status reports will contain a concise report of project progress and contract fulfillment. The report will address technical progress, contract progress, and management-related topics. Monthly invoicing will be part of the status report package.

#### **Subtask 1.3 Quality Assurance and Control**

The Professional will utilize Kimley-Horn’s Quality Control and Assurance Program. The program involves a quality review process consisting of checked, backchecked, corrected, and verified review stages. This review procedure is conducted at each submittal phase.

**TASK 2.0 MEETINGS**

**Subtask 2.1 Kick-off Meeting**

The Professional will meet with the City to begin the exchange of data to be provided to the Professional. Also during this meeting, reporting requirements, as they relate to invoicing and task status, will be reviewed and agreed upon. The Professional will create a template for the invoice format and provide the template to the City for review. The kick-off meeting will have an approximate duration of one (1) hour, and will be held at the City of Grand Prairie’s Development Center or through virtual meeting.

**Subtask 2.2 Submittal Review Meetings**

The Professional will facilitate three (3) project status/technical meetings occurring at the conclusion of the 60%, 90%, and 100% submittals. The date, time, and location for these meetings will be determined by the City. The Professional will prepare agendas, materials, and meeting notes for each of these meetings. Each meeting will be scheduled to last two (2) hours.

**TASK 3.0 DATA COLLECTION**

This task includes the collection and organization of data by the Professional for use in other tasks of this project. The specific type, quantity, and other requirements of the data to be collected, reduced, and organized by the Professional are described in the following subtasks.

**Subtask 3.1 Compile Base Map Data**

The Professional will compile 1”=40’ digital orthophoto base maps and as-builts supplied by the City within the project limits, including signal plans for existing traffic signals. Base maps supplied by the City shall be in AutoCAD, Microstation or GIS format. The City will supply the following data:

- Culvert structures
- Drainage structures
- Illumination poles
- Utilities (underground & overhead)
- Driveway openings
- Curb, sidewalk and driveways
- Right-of-way or Utility Easements
- Existing traffic signal equipment
- Conduit system (i.e., conduit and ground boxes)

New aerial photography will be supplied by the City if available. The Professional will utilize Google Earth or Nearmap aerial imagery if new aerial photography is not available or out of date.

**Subtask 3.2 Existing System Field Verification**

Upon receipt of mapping from the City, the Professional will perform a field review of the project corridor to verify the accuracy of the physical features shown on the base mapping. Significant deviations will be reported to the City. The City will locate City owned utilities at the request of the Professional. The Professional may contact the utility companies identified in the Call Before You Dig program and document existing underground utilities in the vicinity of the construction area that are not City owned.

**Subtask 3.3 Photographic Summary**

The Professional will photograph each location where new infrastructure is anticipated. These photographs shall show conditions within the median (if present), along the shoulder, and between the main lanes and frontage road (if applicable). The photologs will be transferred to the City at the conclusion of the project. For budgetary purposes, the Professional will not spend more than two (2) hours completing this task.

#### **Subtask 3.4 Compilation of Design Information**

The Professional will compile available specifications, standard detail drawings, and other design information from the City and other sources and will prepare a list of other needed data. The Professional will also compile information related to the existing City Traffic Department, City Facilities and ISD fiber optic cable infrastructure in the project area.

### **TASK 4.0 SYSTEM COMPONENT PS&E PREPARATION**

This task will provide for the preparation of plans, specifications, and estimates (PS&E) for the design of fiber optic communication infrastructure. The PS&E package will be limited to the description of the project, limits, and design elements identified in the Fiber Master Plan for the project(s) authorized. The Professional will prepare 1"=40' scale, 11" x 17" plans set developed in English units.

#### **Subtask 4.1 Preparation of Plans**

Layout sheets will be prepared in accordance with the latest applicable standards and procedures of the TxDOT Dallas District, including use of Computer Aided Drafting and Design (CADD) systems. Plans will be prepared using Microstation. Final copies of sheets prepared in Microstation shall be furnished to the City in electronic PDF format.

New and existing fiber optic communication infrastructure will be indicated on the plan layout sheets with a label or special symbol. The layout sheets shall indicate a north directional arrow and a bar scale, if applicable. Pertinent existing features and any items removed or relocated shall be indicated on the schematics.

In general, the sheets will be organized as follows:

- Title Sheet
- Detailed Index Sheet
- Location Map(s)
- General Notes and Specification Data Sheets
- Quantity Summary Sheets
- Fiber System Layouts
- Fiber Communication Schematics and Termination Details
- City Standard Details
- State Standard Details

Layouts prepared by the Professional shall be submitted for review and comment by the City at the following stages of development:

1. 60% Submittal. Preliminary plans showing title sheet, general notes, special/standard detail drawings, as well as a design layout including street names, legend, scale, north arrow, equipment locations, preliminary traffic control plan and construction sequence plan, communications sizing and routing, and preliminary fiber termination details.

The Professional will provide an electronic PDF of the plan package to the City for review. The Professional will meet with the City and conduct a field review of the plan layouts.

2. 90% plans review. 90% plans will incorporate appropriate review comments from 60% plans review. In addition, these plans will include a project summary sheet (quantity summary) and a construction time estimate. The Professional will prepare plans showing title sheet, general notes, specification list, special specifications, special/standard detail drawings, as well as design layout including street names, legend, scale, north arrow, equipment locations, preliminary traffic control plan, communication design, power distributions, and right-of-way.

Communication schematics will be further developed to splice enclosure locations and fiber termination assignments.

Cabling-conduit design will be conducted as follows:

- determine cable routing and terminations
- determine electrical conductor size
- establish conduit sizing (where new construction is required) and location
- field check communications conduit routing and resolve utility conflicts, drainage issues, landscape, etc.

The Professional will provide an electronic PDF of the plan package to the City for review.

3. 100% Submittal. Final plans will incorporate appropriate review comments from all prior plan reviews. In addition, these plans will include an updated project summary sheet (quantity summary), applicable TxDOT Standards, and the Professional's seal. The final PS&E submittal will consist of:
  - One (1) set of 11" x 17" plan sheets in PDF format, electronically signed, sealed and dated by a Professional Engineer registered in the State of Texas;
  - Three (3) copies of complete 11" x 17" plans on paper;
  - One (1) proposal bid book in PDF format (includes general notes, specification list, special specifications, special provisions, City contract documents, bid items, Engineer's seal, etc.);
  - One (1) hard copy and one (1) electronic copy of the Professional's estimate of probable cost in Excel format;
  - One (1) construction schedule in Excel format.

The Professional shall establish target dates on which the plans shall be submitted for review at the above stages of development. Plans shall be arranged per the City's published guidelines. The Professional shall complete the revisions prior to the next submittal deadline and inform the City when the revisions on the checklist have been completed.

Major revisions requested after the final review stage will be negotiated with the City. Changes to quantities, item numbers, and notes shall be considered as minor changes, and may be required at any time prior to the bid letting.

#### **Subtask 4.1.1 Conduit System**

The Professional will show conduit infrastructure to clearly indicate the existing and proposed conduit routing, existing and proposed ground box locations, and routing of electrical and communication cabling. The Professional will indicate quantities of proposed conduit on a conduit and cable summary sheet. The Professional will specify the lubricant, formulated for pulling cables or conductors, when cables or conductors are to be installed in conduit.

#### **Subtask 4.1.2 Communications**

The Professional will specify fiber optic communications infrastructure necessary for transmitting data and video within the City's network. The Professional will design equipment installations which are in compliance with specifications and design criteria approved by the City. The Professional will indicate the intended use of all equipment options such as input/outputs on summary sheets.

The Professional will indicate termination points for cables on the communications schematics. The Professional will include quantities of fiber optic equipment and cable on the schematic layouts. The Professional will create a labeling convention, in compliance with the City, to identify fiber optic cable runs, pigtails, splice enclosures, and patch panel terminations.

The Professional will indicate interconnection of all of the field equipment between City facilities via single mode fiber optic cable. The Professional will indicate connection of associated cable to the required Ethernet network equipment and other interface equipment as shown on the plans.

The Professional will identify in the plans Contractor and City responsibilities. The demark between network integrations responsibilities will rest with the Ethernet switch. Contractor will make all terminations as directed by the City to interface the fiber backbone to the switch. All programming and configuration of the switch will be conducted by the City.

#### **Subtask 4.1.3 Electrical Power Service and Distribution**

The Professional will design electric power service circuits for any fiber optic infrastructure cabinets required for housing network equipment. Professional will identify new electrical service meter locations and perform voltage drop calculations based equipment amperage and voltage requirements. The Professional will coordinate with the City to involve public utility companies in proposing placement and connection of meters and other required service equipment. The Professional will endeavor to design to the latest edition of the National Electrical Code (NEC).

The Professional will indicate the termination of all service conductors for equipment and associated conduits on roadway plan layout sheets. A conduit and conductor summary table will be used to supplement the conductor indicated on the roadway plan layout sheet.

The Professional will indicate service pole locations on the roadway layout sheets. Service pole data will be indicated on a tabular summary sheet.

#### **Subtask 4.2 Preparation of Specifications**

This task involves creation of general notes, specifications, special specifications, and provisions that will be included in the construction contract bid documents. Specification documents will be prepared in Microsoft Word and an electronic copy of all document files will be submitted to the City.

Whenever possible, the Professional will use TxDOT standard specifications or previously approved special provisions and/or special specifications. If a special provision and/or special



specification is developed for this project, it shall be in TxDOT format and, to the extent possible, incorporate references to approved TxDOT test procedures.

#### Document and Information Exchange

Data, Special Provisions, General Notes and Specifications provided to the City shall be furnished in Word and electronic PDF format.

The Professional will review the specifications and general notes compiled under **Subtask 3.4**. The Professional will prepare up to two (2) special specifications for the procurement and installation of system elements for which design requirements are to be established and are not already developed by the City.

Four (4) copies of the specifications prepared by the Professional for each bid package will be submitted for review and comments by the City.

#### **Subtask 4.3 Preparation of Estimates**

The Professional will prepare a Professional's Opinion of Probable Construction Costs (OPCC) for bid items (both standard and special) identified for this project. The Professional will use TxDOT bid items to the extent possible. The Professional will review past projects let by TxDOT and/or the City utilizing similar bid items for this project and determine an average industry standard estimate for each specific bid item. The OPCC will be revisited and adjusted accordingly during each submittal review phase. These cost estimates will include a total for items contained in the bid documents and an individual unit cost estimate for each pay item. The final estimates submitted to the City will be prepared with Excel, and an electronic copy of all spreadsheets shall be provided on a recordable compact disc. The Professional will determine the estimated cost of specialty items. Because the Professional does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Professional cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost.

### **TASK 5.0 CONSTRUCTION SUPPORT SERVICES**

The Professional will provide professional construction phase services for the project for the purpose of providing assistance to the City during construction and inspection. The following subtasks outline these services.

#### **Subtask 5.1 Pre-Construction Conference**

Prior to the commencement of any of the field work associated with the construction package, the Professional will prepare for and attend one (1) pre-construction conference. The Professional will assist in answering design questions about the plans, specifications, and estimates.

#### **Subtask 5.2 Visits to Site and Observation of Construction**

The Professional will provide on-site construction observation services during the construction phase of the project. Visits to the project will be as directed by the City in order to observe the progress of the work. Such visits and observations by the Professional are not intended to be exhaustive, nor to extend to every aspect of the contractors' work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the work based on the Professional's exercise of professional judgment. Based on information

obtained during such visits and such observations, the Professional will determine if contractor's work is generally proceeding in accordance with the Contract Documents, and the Professional shall keep the City informed of the general progress of the Work. The Professional shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Professional have any authority or responsibility to stop or direct the work of any contractor. The Professional's visits will be for the purpose of endeavoring to provide the City a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Professional. Professional neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

For budgetary purposes, up to three (3) visits will be included in this subtask.

#### **Subtask 5.3 Recommendations with Respect to Defective Work**

The Professional shall recommend to the City that contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations, the Professional believes that such work will not produce a completed project that conforms generally to Contract Documents, or that it will prejudice the integrity of the design concept of the completed project as a functioning whole as indicated in the Contract Documents.

For budgetary purposes relative to recommendations with respect to defective work, it is assumed that the Professional will not have to expend more than four (4) person-hours of effort.

#### **Subtask 5.4 Change Orders**

The Professional will recommend Change Orders to the City, as appropriate. The Professional will review and make recommendations related to Change Orders submitted or proposed by the local agency or its contractor.

For budgetary purposes relative to change orders, it is assumed that the Professional will not have to expend more than twelve (12) person-hours of effort.

#### **Subtask 5.5 Shop Drawings Review**

The Professional will review and approve or take other appropriate action with respect to Shop Drawings, Samples and other data which the City's contractor or materials supplier is required to submit. However, such review will be only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed project as a functioning whole as indicated in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.

For budgetary purposes relative to shop drawings review, it is assumed that the Professional will not have to expend more than twelve (12) person-hours of effort.

#### **Subtask 5.6 Acceptance Testing**

The specifications will require that the contractor or the equipment supplier submit proposed procedures for an acceptance test. These equipment supplier procedures shall exercise all system elements in such manner that the successful provisions of all required functionality are adequately demonstrated. The Professional will review and approve such proposed test procedures. The Professional shall also observe such tests as they are conducted and provide a written

recommendation to the City as to the success of such acceptance tests. Copies of such recommendations will be provided to the City.

For budgetary purposes relative to acceptance testing of the ITS system and the wireless communications subsystem, it is assumed that the Professional will not have to expend more than sixteen (16) person-hours of effort.

**Subtask 5.7 Punch List and Final Acceptance**

After notice from the City that it considers the entire work ready for its intended use, the Professional will accompany the City's inspection personnel on a site visit to determine if the work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items, with the exception of those identified on a final punch list.

Once all punch list items have been addressed, the Professional will accompany the City's inspection personnel on a final site visit to determine if the Contractor's work is complete and generally in accordance with the Contract Documents.

The Professional will not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. The Professional will not have the authority or responsibility to stop the work of the City or any of its contractors.

For budgetary purposes relative to the punch list and final acceptance, it is assumed that the Professional will not have to expend more than eight (8) person-hours of effort.

--- End of Exhibit "A" ---

**EXHIBIT “B”  
SCHEDULE OF WORK**

The Professional will work with the City to develop a mutually acceptable project schedule. However, times for performance shall be extended as necessary, and neither party shall have liability for or be deemed in breach because of delays caused by any factor outside of the reasonable control of the party and which, by the exercise of due diligence, the party is unable to prevent or overcome.

This project is intended to be completed in two phases and is anticipated to span over consecutive fiscal years. The Professional will complete the scope of services under the Agreement in accordance with the following schedule:

Phase 1 scope of services will be complete within eight (8) months of Agreement execution date, notwithstanding early termination or adjustment in accordance with the Agreement.

Phase 2 scope of services will be complete within twelve (12) months from notice-to-proceed by the City. It is understood Phase 2 may not start until Phase 1 is complete.

--- End of Exhibit “B” ---

**EXHIBIT “C”  
FEE SCHEDULE**

The Professional will provide services under Phase 1, Task 1 – 7 for the lump sum total of **\$257,302.45**. The Professional will not exceed the total maximum labor fee shown without written modification from the City. Additional services will be provided based either on our current hourly rates or a lump sum scope and budget can be negotiated at the time additional services are requested.

The Professional will provide services under Phase 2, Task 1 -5 on a cost plus, labor fee plus expense, basis with the maximum labor fee of **\$522,729.06**.

Labor fee will be billed according to the attached rate schedule, which is subject to annual adjustment. As to these tasks, direct reimbursable expenses such as express delivery services, fees, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, and local mileage. Administrative time related to the project may be billed hourly.

The fees for providing our services as described will be billed monthly based on the percentage complete for lump sum elements or for services actually accomplished for hourly rate elements. All permitting, application, and similar project fees will be paid directly by the City.

Task	Man-Hour Effort Estimate	Fee Type	Labor Amount	Expense Amount	Total Fee
<b>PHASE 1</b>					
Task 1 - Project Administration	160	Lump Sum	\$ 34,609.29	\$ 2,208.00	\$ 36,817.29
Task 2 - Meetings	89	Lump Sum	\$ 24,314.71		\$ 24,314.71
Task 3 - Data Collection	135	Lump Sum	\$ 25,528.66		\$ 25,528.66
Task 4 - Needs and Requirements Workshop	150	Lump Sum	\$ 33,181.26		\$ 33,181.26
Task 5 - Preliminary Network Design	325	Lump Sum	\$ 65,649.32		\$ 65,649.32
Task 6 - Fiber Management Software	90	Lump Sum	\$ 22,550.27		\$ 22,550.27
Task 7 - Fiber Master Plan	235	Lump Sum	\$ 49,260.93		\$ 49,260.93
<b>PHASE 2</b>					
Task 1 - Project Administration	146	Cost Plus	\$ 33,719.05	\$ 8,888.00	\$ 42,607.05
Task 2 - Meetings	68	Cost Plus	\$ 18,824.92		\$ 18,824.92
Task 3 - Data Collection	192	Cost Plus	\$ 41,123.66		\$ 41,123.66
Task 4 - System Component PS&E	2040	Cost Plus	\$ 397,355.21		\$ 397,355.21
Task 5 - Construction Phase Services	88	Cost Plus	\$ 22,818.22		\$ 22,818.22
<b>Phase I Total</b>	<b>1184</b>				<b>\$ 257,302.45</b>
<b>Phase II Total</b>	<b>2534</b>				<b>\$ 522,729.06</b>
				<b>Total Project</b>	<b>\$ 780,031.51</b>

--- End of Exhibit “C” ---



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Ray Cerda, Parks, Arts and Recreation Interim Director

**TITLE:** Annual Contract with Action Park Alliance, Inc. for the operations, staffing, and management of the Grand Prairie Skate Park. This contract will be for five years in the amount of \$249,999.80 with the option to renew for five additional one-year periods totaling \$499,999.60 if all extensions are exercised

**REVIEWING COMMITTEE:** (Reviewed by the Finance & Government Committee on 06/06/2023)

**SUMMARY:**

<i>Vendor Name</i>	<i>Annual Cost</i>	<i>Total Cost</i>
Action Park Alliance, Inc.	\$49,999.96	\$499,999.60

**PURPOSE OF REQUEST:**

This contract is for the operations, staffing, and management of the Grand Prairie Skate Park, which includes ramps, shade structures, outdoor basketball courts, pro shop/concession area, BMX course, programmable building, and restrooms. Staffing will include the employment of experienced and professional staff. The Grand Prairie Skate Park shall remain a park constructed to provide facilities for the use and the viewing of skateboards, roller blades, bicycles, roller hockey, and other devices, entertainment and concessions which primarily attract adolescents, pre-adolescents, families, and young adults. Grand Prairie residents access the park at no cost.

**PROCUREMENT DETAILS:**

Procurement Method:  RFP

Number of Responses: 1 RFP/RFB #: 23080

Selection Details: Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Parks Venue Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary

## GP SKATE PARK OPERATIONS AND MANAGEMENT


RFP #23080

## TABULATION

		<b>Bid Tabulation</b>			
		GP Skate Park Operations & Management Services			
		RFB # 23080		Action Park Alliance, Inc.	
				Los Angeles, CA	
<b>Item</b>	<b>Description / Location Name</b>	<b>QTY</b>	<b>UOM</b>	<b>Unit Price</b>	<b>Extended Price</b>
<b>Membership Fees</b>					
1	Annual Resident	1	Per Year	\$0.00	\$0.00
2	Annual Non-Resident	1	Per Year	\$399.00	\$399.00
3	Summer Non-Resident	1	Per Season (3 mo.)	\$299.00	\$299.00
4	Winter Non-Resident	1	Per Season (3 mo.)	\$199.00	\$199.00
5	Monthly Non-Resident	1	Per Month	\$69.00	\$69.00
<b>Entry Fees</b>					
6	Resident Day Pass	1	Per Day	\$0.00	\$0.00
7	Non-Resident Weekday Skate Park Pass	1	Per Day	\$10.00	\$10.00
8	Non-Resident Weekend Skate Park Pass	1	Per Day	\$12.00	\$12.00
9	Non-Resident Weekday Bike Park Pass	1	Per Day	\$12.00	\$12.00
10	Non-Resident Weekend Bike Park Pass	1	Per Day	\$14.00	\$14.00
<b>Misc. Fees</b>					
11	*Staffing	1	Per Month	\$3,333.33	\$3,333.33
12	% Discount on Concessions, Special Events & Retails Purchases	%	%	\$0.00	



SCORECARD

	<b>Evaluation Score Card</b>	
	Grand Prairie Skate Park Operations and Management Services	Action Park Alliance
	RFB # 23080	
		Los Angeles, CA
<b>Evaluation Criteria</b>	<b>Maximum Score</b>	<b>Score</b>
Completeness of response to provisions, including term of agreement	15.00	15.00
Industry Experience - Management qualifications and experience in skate park, maintenance, concession and related operations	25.00	25.00
Fiscal Responsibility - Financial qualifications, reasonableness of projected revenues and expenses from activities at skate park and related operations Expected revenue, if any to be shared with the City.	35.00	35.00
Operations Plan - Plan of overall operations and management of Skate Park and concession, including all activities conducted thereon and associated fee structure.	25.00	23.33
<b>Total</b>	<b>100.00</b>	<b>98.33</b>



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Noreen Housewright, Director of Engineering Services

**TITLE:** Change Order #01 for annual price agreement contract for Water and Wastewater Repair and Replacement Services from North Texas Contracting in the amount of \$480,000 annually. Total contract would be revised to \$4,960,000.00 if the option to renew is exercised

**REVIEWING COMMITTEE:** (Reviewed by the Finance and Government Committee on 06/06/2023)

**SUMMARY:**

<i>Vendor Name</i>	<i>Annual Cost</i>	<i>Total Cost</i>
North Texas Contracting	Up to \$2,480,000.00 per year	Up to \$4,960,000.00 over 2 years

**PURPOSE OF REQUEST:**

On December 13, 2022, City Council approved the award of a Water and Wastewater Repair and Replacement Services project to North Texas Contracting. Services include but not limited to removing and replacing water and wastewater lines as well as manholes and various other projects. All work completed under this project is to supplement city staff when needed.

Once the original contract was approved, staff began utilizing the contract on an as needed basis and quickly realized the contract amount is not enough. Not only has Water and Wastewater department been utilizing the services for various projects; other departments such as Streets is using the services to complete water and wastewater repairs before working on street rehab. It is the request of the Water and Wastewater Department to increase the contract amount up to the allowed 24% to ensure a lapse in services does not occur.

State statues require City Council approval of a change order when the cumulative cost of the change order exceeds \$50,000. The City, as an owner, reserves the right to increase the amount of the work to be performed in each contract by an amount not to exceed twenty-five (25%) percent of the original contract.

**HISTORY:**

	<u>Amount</u>	<u>Approval Date</u>	<u>Reason</u>
<i>Original Contract:</i>	\$2,000,000.00	12/13/2023	Original Contract
<i>Change Order #01</i>	\$480,000.00	6/20/2023	Increase in allowable amount to spend on projects as needed
<b><u>TOTAL:</u></b>	\$2,480,000.00		

**PROCUREMENT DETAILS:**

Procurement Method:  RFB

Local Vendor  HUB Vendor

Number of Responses: 2 RFB #: 22143

Selection Details:  Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Water CIP Fund and Wastewater CIP Fund
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If Capital Improvement:					
Total Project Budget	\$2,500,000.00 available between funds	Proposed New Funding:		Remaining Funding:	



**CITY OF GRAND PRAIRIE  
COMMUNICATION**

**MEETING DATE:** 06/06/2023

**PRESENTER:** Jayson R. Ramirez, Director of General Services

**TITLE:** Annual Contract for Autobody Repairs for Medium/Heavy Duty Trucks & Fire Apparatus from WTR, Inc. (up to \$300,000.00 annually). This contract will be for one year, with the option to renew for four additional one-year periods totaling \$1,500,000.00 if all extensions are exercised. Award a secondary to Siddons-Martin Emergency Group, LLC. (Up to \$300,000.00 annually) to be used only if the primary is unable to fulfill the City’s needs

**REVIEWING COMMITTEE:** (Reviewed by the Finance & Government on 06/06/2023)

**SUMMARY:**

<i>Vendor Name</i>	<i>Annual Cost</i>	<i>Total Cost</i>
WTR, Inc.	\$300,000.00	\$1,500,000.00
Siddons Martin Emergency Group LLC. (Secondary)	\$300,000.00	\$1,500,000.00

**PURPOSE OF REQUEST:**

This annual contract will be used by the Fleet Services Division for autobody repairs for medium/heavy duty trucks & Fire apparatus for all City owned vehicles and equipment; on an as-needed basis.

**PROCUREMENT DETAILS:**

Procurement Method:  RFB

Number of Responses: Three RFB #: 23120

Selection Details:  Low Bid  Best Value

**FINANCIAL CONSIDERATION:**

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Fleet Services Fund
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**ATTACHMENTS / SUPPORTING DOCUMENTS:**

1- Bid Summary

## Autobody Repair of Medium &amp; Large Heavy-Duty Trucks and Fire Apparatus

RFB #23120

## TABULATION

	Description	UOM	Pannell Industries Dallas TX	Siddons-Martin Emergency Group, LLC Waxahachie, TX	WTR, Inc. Lancaster, TX
1	Medium/heavy Duty Truck (Paint Labor)	hourly	\$150.00	No Bid	\$110.00
2	Medium/Heavy Duty Truck (Body Labor)	hourly	\$150.00	No Bid	\$110.00
3	Medium/Heavy Duty Truck (Frame & Unibody Labor)	hourly	\$150.00	No Bid	\$125.00
4	Fire Apparatus (Paint Labor)	hourly	\$150.00	\$142.50	\$125.00
5	Fire Apparatus (Body Labor)	hourly	\$150.00	\$142.50	\$125.00
6	Fire Apparatus (Frame & Unibody Labor)	hourly	\$150.00	\$142.50	\$185.00
7	Discount-off Parts (List Price)	%	0.00	0	Cost + 25%
8	Discount-off Paint Materials/Supplies (List Price)	%	0.00	0	Cost + 25%
9	Flat Fee for Pick Up/Delivery of medium duty truck	Round Trip	\$675.00	No Bid	0
10	Flat Fee for Pick Up/Delivery of heavy-duty truck	Round Trip	\$675.00	No Bid	0
11	Flat Fee for Pick Up/Delivery of Fire Apparatus	Round Trip	\$1,000.00	0	0

## SCORECARD

		Pannell Industries, Inc	Siddons-Martin Emergency Group LLC	WTR, Inc.
Evaluation Criteria	Maximum Score	Score	Score	Score
Price	50.00	25.29	25.00	36.77
Qualifications	20.00	6.67	18.67	20.00
Experience with GP or other municipality	15.00	3.00	14.00	15.00
Location	5.00	2.67	5.00	5.00
References	10.00	4.00	6.00	10.00
<b>Total</b>	<b>100.00</b>	<b>37.62</b>	<b>62.67</b>	<b>76.77</b>

Bids were publically opened and read at the City of Grand Prairie Office of the Purchasing Division at the time indicated above. The bid tabulation has been verified, by tabulator, as accurate based on the Unit Cost presented by each bidder.