


## MEMORANDUM

**DATE:** April 8, 2022  
**TO:** Mayor Lankford & City Council  
**FROM:** Mercy Rushing, City Manager   
**SUBJECT:** Consider Action on Resolutions for Engineering & Architectural Professional Services for the American Rescue Plan Projects

**Special Council Meeting Agenda Item for Monday, April 11, 2022**

### **Background Information:**

Our ARP (American Rescue Plan) grant administrator, Traylor & Associates sent out RFQ (request for qualifications) and placed in area newspaper to engineering firms and architectural firms relating to the projects that was approved by City Council a few months ago for the City's grants funds from federal government.

Three staff members graded these RFQ proposals this past Thursday, April 7, 2022. Lisa Morrison our Assistant City Secretary/Court Clerk, David Madsen our Planning & Zoning/Fire Marshal, and myself (Mercy Rushing) graded these proposals individually and then emailed our completed forms to our grant consultants in Tyler. See attached report as tabulated and reviewed by Traylor & Associates which we received today.

### **Recommendation:**

It is my recommendation based on the proposals sent to the City and scored by our staff to consider awarding the services to the top firms with the highest cumulative scores.

**For Architectural Services** – KSA - Founded since 1978 with nine (9) office in Texas along with Oklahoma and Louisiana. KSA does have an office in Tyler, Longview & Lufkin. They have over 150 employees throughout their organization.

**For Engineering Services** – SPI (Schaumburg & Polk Inc.) – Founded in 1937 (over 85 years in service) with 6 locations in Texas. They do have location in Tyler and Terrell with over 67 employees throughout their organization.

### **Final Disposition:**

## Summary Score Sheet - Mineola ARPA

### ENGINEERING SERVICES

Rank	Firm	Committee Member 1 Score	Committee Member 2 Score	Committee Member 3 Score	Committee Member 4 Score	Committee Member 5 Score	Total
1	SPI	100	97	100			297
2	KSA	96	98	100			294
3	Hayter	96	80	90			266
4	CT Brannon Corp	65	65	60			190
5							0
6							0

RESOLUTION \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MINEOLA, TEXAS, SELECTING AN ENGINEER TO ASSIST THE CITY IN ITS APPLICATION AND IMPLEMENTATION OF FUNDING FROM THE U.S. DEPARTMENT OF TREASURY FOR THE AMERICAN RESCUE PLAN ACT OF 2021.

WHEREAS, the City of Mineola and its citizens sustained significant economic impacts as a result of the public health crisis;

WHEREAS, the recovery from the pandemic is of vital importance to the citizens of the City of Mineola;

WHEREAS, the City of Mineola desires assistance in application preparation (if applicable) and the subsequent project implementation of the funding from the U.S. Department of Treasury for the American Rescue Plan Act of 2021;

WHEREAS, the City of Mineola has sought proposals from engineering firms for Application Preparation and Project Implementation;

WHEREAS, the City of Mineola performed these solicitations in compliance with guidance for subrecipients under 2 CFR Part 200; and,

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MINEOLA, TEXAS, AS FOLLOWS:

SECTION 1. The City Council has reviewed and hereby formally selects the firm of:

\_\_\_\_\_ *as the engineer/architect for application preparation (if applicable) and project implementation for funding from the U.S. Department of Treasury for the American Rescue Plan Act of 2021.*

PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MINEOLA, TEXAS, on this 11<sup>th</sup> day of APRIL 2022.

ATTEST:

\_\_\_\_\_  
Cindy Karch  
City Secretary

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Jayne Lankford  
Mayor