



Administrative Report

H.9., File # 25-0119

Meeting Date: 2/4/2025

To: MAYOR AND CITY COUNCIL
From: ANDREW WINJE, PUBLIC WORKS DIRECTOR

TITLE

APPROVE AN AMENDMENT TO THE ON-CALL CONSULTING SERVICES AGREEMENT WITH NICOLE JULES, DBA PRIORITY ENGINEERING, TO INCREASE THE NOT TO EXCEED AMOUNT BY \$100,000 FOR A NEW NOT TO EXCEED TOTAL OF \$300,000 AND TO EXTEND THE TERM THROUGH FEBRUARY 3, 2027

EXECUTIVE SUMMARY

In an effort to accelerate CIP project delivery, Public Works Department staff has negotiated on-call professional service agreements with engineering, architecture and surveying firms to allow for quick assignment of smaller work tasks by setting up the contract conditions in advance. On-call service contracts are, by definition, not fully defined as to the scope, amount, and encumbrance of a funding source. To overcome these uncertainties, these contracts include a mechanism for staff to receive quotes and award work on a task-by-task basis, with a "not to exceed" limit for the amount of work awarded to a consulting firm over the life of the contract. Funding for each task comes from projects and programs that have already received Council appropriations.

The City Council has awarded a number of these contracts in the past, and they have been used successfully in numerous projects to accelerate project delivery timelines. Staff is recommending an additional amendment to an existing contract for approval by the City Council. This amendment is needed to continue services related to managing the implementation of the bicycle facilities projects currently identified and funded in the CIP.

BACKGROUND

During the City's FY 2018-19 budget adoption process, several tools were presented to accelerate the pace of delivery of CIP projects. One tool that staff strongly recommended was on-call contracting for professional services. On-call service contracts are not fully defined as to scope or funding source and allow staff the ability to quickly assign smaller work tasks (e.g., geotechnical engineering, surveying, etc.) without having to develop and present an individual contract to City Council for award.

Funding sources for on-call contracts are not identified at the time of award. Rather, as tasks are assigned to an on-call vendor, the funding is assigned via purchase order from the funding source associated with the particular project to which the work applies.

The Public Works Department Engineering Services Division (ESD) and the City Attorney's office

worked together to develop a contract template for the RFP for on-call consulting services, which was advertised in August of 2018. The template stipulates a two-year term with a not to exceed value of \$100,000 over the two years. Many of these contracts have been renewed for additional terms, including this one, and new vendors have been awarded contracts as the City's need for on-call firms grows and changes.

These agreements provide the City with a deep and broad "bench" of firms to supplement staff efforts to deliver CIP projects. Staff is now bringing forward this amendment to continue to provide services related to managing the implementation of the bicycle facilities projects currently identified and funded in the CIP. To date, Priority Engineering has assisted the City with six task orders, totaling \$103,300, and has proved to be a reliable provider of on-call services.

COORDINATION

Development of the proposed contract was coordinated with the City Attorney's Office and staff in the Public Works Department. The City Attorney's Office prepared and approved the contract as to form.

FISCAL IMPACT

No additional funding is required to approve the recommended contract amendments. Funding for the assigned work tasks is provided through the various associated CIP project accounts. Approval of on-call consulting services agreements has helped the Public Works Department more than double the pace of annual CIP delivery.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Second Amendment- Priority Engineering
- First Amendment- Priority Engineering
- AGMT- Priority Engineering