

## CITY COUNCIL REGULAR SESSION

Resolution authorizing execution of an amendment to a professional services contract (No. 2050031) with Herrera, Inc., for Utilities Specialty On-Call Professional Services (2020-2022) for Water, Sewer and Stormwater – Environmental Analysis and Permitting, to renew for an additional 2-year term, revise scope of services, and increase contract capacity by \$500,000, for a total contract amount not to exceed \$1,000,000, plus all applicable taxes.

Nav Ota, Director, 452-2041

Linda De Boldt, Assistant Director of Engineering, 452-4625

*Utilities Department*

## EXECUTIVE SUMMARY

This Resolution authorizes the execution of an amendment to a professional services contract with Herrera, Inc., for Utilities Specialty On-Call Professional Services for Water, Sewer and Stormwater - Environmental Analysis and Permitting. The amendment will authorize a contract extension through December 31, 2024, revise the scope of services, and increase contracting capacity by \$500,000. This brings the total contract value to \$1,000,000, plus all applicable taxes.

## RECOMMENDATION

Move to adopt Resolution No. 10193

## BACKGROUND/ANALYSIS

### **Utilities Capital Investment Program**

Bellevue Utilities (Utilities) delivers capital investment projects to support the delivery of drinking water, sewer, and stormwater utility services. Our current adopted Utilities 7-year Capital Investment Program (CIP) for 2021-2027 includes over 90 projects to replace or rehabilitate aging infrastructure, provide capacity for growth, protect the environment, and enhance customer service. Typical projects in our three utilities include replacement or rehabilitation of pipes, pump stations, and reservoirs, seismic mitigation projects, stormwater management facilities and stream restoration projects. These projects will require professional engineering work in the areas of civil, electrical, environmental, geotechnical, mechanical, electrical, control systems and structural engineering. Other disciplines needed may include architectural design and asset management analyses.

### **On-Call Professional Services Contracting**

On-Call contracting has been widely used by state, county, and municipal agencies in Washington to provide professional engineering and related services to deliver capital projects in a more efficient, cost effective, and timely manner. On-Call contracts do not guarantee that the consultants will receive a specific volume of work or a specific total contract amount but are instead structured contracts for stipulation of covered work activities, pricing of hourly rates, and legal requirements. These contracts with prime consultants and their sub consultants provide the needed expertise to deliver services in a broad range of engineering and related disciplines.

On March 2, 2020, Council authorized the Utilities Department to execute three On-Call professional engineering contracts with firms who responded to a Request for Qualifications for environmental analysis and permitting services. Herrera, Inc. was one of three prime consultant firms to be chosen through a comprehensive, competitive selection process. The three contracts were executed with a contract period of three years with an option to extend the contracts for an additional two years, allowing for professional services through December 2024. The original authorized contract value was \$500,000 for each firm.

Over the past three years, Utilities has successfully utilized these On-Call contracts to obtain needed environmental support services for delivery of Utilities' 2021-2027 CIP of \$236,440,000 for drinking water, wastewater and stormwater. Consultant services ranged from conducting environmental studies required for permit acquisition, monitoring and documenting for permit compliance and other support services.

This amendment is requested to authorize the planned two-year contract extension for Herrera, Inc.'s professional services contract through December 31, 2024, and an increase of contracting capacity by \$500,000. This action will allow Herrera, Inc. to continue providing permit compliance monitoring at project sites which require up to a seven-year monitoring period. It will also allow them to continue development on the next phases of the Bellevue Streams Environmental Monitoring Program, which Herrera, Inc. has been a key partner in its development. This amendment brings the total Herrera, Inc. contract capacity to \$1,000,000, plus all applicable taxes. This is a time and materials contract and therefore does not obligate the City for the full contract amount.

## **POLICY & FISCAL IMPACTS**

### **Policy Impact**

City Comprehensive Plan policies: Base the extension and sizing of system components on the land use plan of the area. System capacity will not determine land use.

Utilities Department policies: The Utility shall invest resources as necessary to construct, maintain and renew water, sewer, and stormwater system infrastructure and equipment such that Utility customers are provided consistent, reliable service.

Utilities Department practice: It is the Utilities Department's long-standing practice to use outside consulting services when existing Utility resources are not available or sufficient to complete a project. This contract is consistent with this practice.

Bellevue City Code 4.28.120: The City's procurement policy supports open, fair, and transparent procurement of services in accordance with the City Code and state law. Because of the amount of this contract, Council approval is required.

### **Fiscal Impact**

This amendment will add \$500,000 of contract capacity and will authorize the City to spend up to \$1,000,000, plus all applicable taxes, over the contract period in accordance with authorized budgetary authority. This expenditure is included in the 2021-2027 Utilities Capital Investment Program (CIP) and will be fully funded through various Utility CIP projects and Water, Sewer, and Stormwater operating funds in the bi-annual Council approved budgets. The use of On-Call contracts for engineering and

other associated services to deliver Utilities' capital projects will be monitored to ensure compliance with authorized spending authority.

## **OPTIONS**

1. Adopt the Resolution authorizing execution of an amendment to a professional services contract (No. 2050031) with Herrera, Inc., for Utilities Specialty On-Call Professional Services (2020-2022) for Water, Sewer and Stormwater – Environmental Analysis and Permitting, to renew for an additional 2-year term, revise scope of services, and increase contract capacity by \$500,000, for a total contract amount not to exceed \$1,000,000, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS**

Proposed Resolution No. 10193

## **AVAILABLE IN COUNCIL LIBRARY**

Amendment to Contract 2050031 with Herrera, Inc.  
Original Contract 2050031 with Herrera, Inc.