

August 7, 2017

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing execution of a professional services contract with MAKERS Architecture and Urban Design LLP for the development of a Utilities Operations and Maintenance Facilities Plan in an amount not to exceed \$199,500 exclusive of all applicable taxes and fees.

### **FISCAL IMPACT**

This action will obligate the City to pay an amount not to exceed \$199,500 exclusive of all applicable taxes and fees for the development of a Utilities Operations and Maintenance Facilities Plan. Funding for this proposed expenditure was included in the Council approved 2017-2018 Utilities Department budget.

### **STAFF CONTACTS**

Andrew Lee, Deputy Director, 452-7675  
Joe Harbour, O&M Assistant Director, 452-2014  
*Utilities Department*

### **POLICY CONSIDERATION**

- Purchase contracts in excess of \$90,000 require Council approval.
- RCW 39.80.010 – The legislature hereby establishes a state policy, to the extent provided in this chapter, that governmental agencies publicly announce requirements for architectural and engineering services, and negotiate contracts for architectural and engineering services on the basis of demonstrated competence and qualification for the type of professional services required and at fair and reasonable prices.

City staff publicly announced the Request for Qualifications through local forms of print media, as well as distribution through the Public Purchase procurement portal.

### **BACKGROUND**

As the City of Bellevue continues to grow, there is critical need for long range operational facilities planning to ensure that the Utilities Department can meet the community's current and future needs in an efficient and timely manner. The current service locations, Bellevue Service Center and Eastgate yard, are functioning at or near capacity, and there is significant risk that these service locations will be insufficient to meet Utilities' growing operational needs.

To address this risk, Utilities has initiated the development of a long-range Operations and Maintenance Facilities Plan (Plan) that will serve as the roadmap for acquiring and/or improving Utilities operations and maintenance facilities to optimize operations and service delivery. The Plan will address current inefficiencies as well as current and future programmatic needs to serve the growing Bellevue population and service delivery infrastructure. The Plan will support the goal of providing timely and efficient daily infrastructure system maintenance and emergency response.

The Plan is designed to achieve the following objectives:

- Analyze current and future program needs for Utilities Operations and Maintenance;
- Identify whether the existing facilities meet the current and future program needs;
- Explore optimal facility locations to deliver service and mitigate travel time;
- Explore property options that meet the Utilities program needs and service level goals;
- Provide comprehensive facility alternatives to meet Utilities' needs;
- Analyze the costs, benefits, and risks for each alternative;
- Recommend a preferred alternative to meet Utilities' needs;
- Provide implementation phasing options for the preferred alternative; and
- Deliver a document that provides a strategy and process for acquiring and/or improving Utilities' operations and maintenance facilities to optimize operations and service delivery over a thirty-year horizon.

The Plan's primary focus will be on optimizing Utilities' O & M operations. Civic Services has also begun a project to develop a citywide integrated long range property and facilities plan. The findings from these two projects will be mutually beneficial, and we will coordinate efforts closely with the Civic Services team.

**Selection Method:**

The Request for Qualifications was released on March 28 and closed on April 21. Three firms submitted proposals and were evaluated on the following criteria:

- Project approach, understanding, and proposed schedule;
- Team experience and availability – staff expertise including but not limited to project management, analysis, master planning, site planning, long range planning, business case building, & interpreting regulations; and
- Firm experience – proven ability to deliver similar projects.

The top two firms were short-listed and invited for an in-person presentation/interview.

Following a careful deliberation process, MAKERS Architecture and Urban Design LLP was selected as the recommended consultant. The total contract value is in the amount not to exceed \$199,500 exclusive of all applicable taxes and fees for an anticipated duration of ten months. The deliverables are expected to be available in time to inform the next budget cycle. The selection process and proposed agreement are consistent with the City's contracting and purchasing policies.

**EFFECTIVE DATE**

If approved, this Resolution becomes effective immediately upon Council adoption.

**OPTIONS**

1. Adopt the Resolution authorizing execution of a professional services contract with MAKERS Architecture and Urban Design LLP for the development of a Utilities Operations and Maintenance Facilities Plan in an amount not to exceed \$199,500 exclusive of all applicable taxes and fees.
2. Do not adopt the Resolution and provide alternative direction to staff.

**RECOMMENDATION**

Option 1

**MOTION**

Move to adopt Resolution No. 9294 authorizing execution of a professional services contract with MAKERS Architecture and Urban Design LLP for the development of a Utilities Operations and Maintenance Facilities Plan in an amount not to exceed \$199,500 exclusive of all applicable taxes and fees.

**ATTACHMENTS**

Proposed Resolution No. 9294

**AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

- A. Draft professional services agreement
- B. Request for Qualifications