

**CITY COUNCIL AGENDA TOPIC**

Resolution authorizing execution of a professional services contract with Jacobs Engineering Group, Inc. (Jacobs), for Utilities On-Call Professional Services for Water, Sewer, and Stormwater (2023-2026), in an amount not to exceed \$9,000,000, plus all applicable taxes.

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*Utilities Department*

**EXECUTIVE SUMMARY****ACTION**

This Resolution authorizes the execution of a professional services contract with Jacobs Engineering Group, Inc. for Utilities On-Call Professional Services for Water, Sewer, and Stormwater (2023-2026). The City intends to enter into similar contracts with five other consultants. This prime consultant contract includes 20 subconsultant firms, of which 9 are Minority/Women/Disadvantaged Business Enterprise (MWDDBE) designated firms. The total suite of six on-call contracts will provide the necessary professional engineering and related services needed for development and delivery of Bellevue Utilities drinking water, sewer, and stormwater capital projects.

**RECOMMENDATION**

Move to adopt Resolution No. 10303

**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 7-year Capital Investment Plan (CIP) for 2023-2029 is \$317 million, and it includes over 100 projects to replace or rehabilitate aging infrastructure, provide capacity for growth, protect the environment, and enhance customer service. Typical projects 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, hydraulic, environmental, geotechnical, mechanical, and structural engineering.

**Use of On-Call Professional Services Contracting**

On-call contracting is widely used by state, county, and municipal agencies in Washington to provide professional engineering and related services in an efficient, cost effective, and timely manner. On-call contracts do not guarantee that consultants will receive a specific volume of work, but are instead structured agreements for pricing of hourly rates to perform specified work tasks and include descriptions of project delivery requirements and contractual terms and conditions. These contracts with prime consultants and their subconsultants provide the needed expertise to deliver services in a

broad range of engineering and related disciplines. Engineering services for specific projects are undertaken and managed through structured project work assignments, utilizing the on-call contracts.

### **Current and Future Utilities On-Call Contracts**

In 2020, Utilities implemented on-call professional engineering contracts with five consulting firms after completing a robust request for qualifications (RFQ) procurement process. Over the past 3.5 years, these firms have met the department's needs well for professional engineering and related services to deliver capital projects. Current planned utilization of the five contracts includes 60% of contacting capacity assigned to subconsultants, including 15%, or approximately \$4,000,000 to MWDBE designated firms.

Because these existing contracts will expire at the end of 2024, Utilities implemented a robust procurement process from April through August 2023 to establish a new set of on-call contracts. This process included the following steps:

1. Utilities advertised a RFQ for on-call professional engineering and related services on April 27.
2. All engineering consultants on the City's roster were notified and advertisements were published in The Seattle Times and The Daily Journal of Commerce on April 27, May 5, and May 11.
3. Utilities received and evaluated Statements of Qualifications (SOQs) from multiple consulting firms, conducted in-person interviews, and selected the following six firms:
  - Consor
  - Hazen and Sawyer
  - HDR
  - Jacobs
  - Parametrix
  - Stantec
4. Utilities developed and negotiated professional services contracts.

### **Professional Services Contract with Jacobs**

Based on the information presented in the SOQ, Jacobs demonstrated in-depth team experience and expertise plus a history of high performance on projects similar to Utilities' expected project work under the new on-call contract.

This contract with Jacobs is for \$9,000,000, with a term of three years and an option to extend the term for an additional two years. The contract amount is based upon an assessment of our capital program needs, the consultant's demonstrated experience in required service areas, and RFQ evaluation scoring.

The Professional Services Agreement with Jacobs includes 20 subconsultants, of which 9 are WMDBE designated; this provides a highly qualified and diverse pool of staff to support Utilities CIP projects over the next three to five years.

The use of this on-call contract, through structured project work assignments for engineering and other associated services, will be closely monitored and controlled through the use of project and financial governance and approval processes to ensure proper internal controls.

## **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 4.28.030: 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 contract authorizes the City to spend up to \$9,000,000. Sufficient funds have been budgeted in the 2023-2029 Utilities CIP and Utilities operating budget to fully fund the projects that will utilize this on-call consultant contract. The use of this on-call contract 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 a professional services contract with Jacobs Engineering Group, Inc. (Jacobs), for Utilities On-Call Professional Services for Water, Sewer, and Stormwater (2023-2026), in an amount not to exceed \$9,000,000, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS**

Proposed Resolution No. 10303

## **AVAILABLE IN COUNCIL LIBRARY**

Utilities On-Call Professional Services for Water, Sewer, and Stormwater (2023-2026) - Jacobs Engineering Group, Inc - Draft