

September 6, 2016

CITY COUNCIL AGENDA MEMORANDUM

SUBJECT

Resolution authorizing the execution of a Professional Services Agreement for on-call Land Surveying Services with Bush, Roed & Hitchings, Inc. for three years in an amount not to exceed \$150,000 and authorizing execution of an amendment(s) to exercise the option to renew for an additional two (2) renewal periods of one (1) year each, in an amount not to exceed \$50,000 for each renewal period.

FISCAL IMPACT

Services under this contract support projects or programs already approved by Council with funds proposed to be included in the 2017 – 2018 Operating Budget. Funding for 2019 and 2020 will be requested as part of the 2019 – 2020 Budget.

The 2017 – 2018 budget amounts include approximately \$150,000 for the three-year term of the contract with an option to renew for an additional (2) periods of (1) year each at \$50,000 per year for Land Surveying Services from the consultant. Total expenditures under the contract will be monitored by contract managers and services will not be requested from any consultant unless sufficient funds are available to cover the services. Each project for this work is anticipated to cost under \$90,000.

STAFF CONTACTS

Toni Rezab, Interim Director, 452-7863

Toni Battersby, Interim Assistant Finance Director, 452-6455

Jamie Robinson, Procurement Services & Disbursements Manager, 452-6843

Finance Department

POLICY CONSIDERATION

Should Council authorize the execution of a Professional Services Agreement for on-call Land Surveying Services with Bush, Roed & Hitchings, Inc. for services within the amounts budgeted and for an amendment(s) to exercise the option to renew consistent with amounts budgeted for 2018-2019.

BACKGROUND

The Finance Department is working with City departments to simplify and streamline procurement processes. One measure that has been undertaken in this endeavor is to identify common service areas amongst departments and conduct one competitive process for all to utilize. The goal is to develop a variety of on-call contracts for staff to utilize in order to reduce costs and drive procurement to negotiated contracts.

The City's Procurement Services & Disbursements Division is coordinating these efforts and will continue to competitively solicit pricing agreements for other common service areas where applicable. These on-call Land Surveying Services agreements with Bush, Roed & Hitchings,

Inc will not exceed \$150,000 for the three-year term of the contract with an option to renew for an additional two (2) periods of one (1) year each at an amount not to exceed \$50,000 per year.

These on-call contracts do not guarantee that the consultant will receive a specific volume of work, a specific total contract amount or a specific order value. They are structured as pricing agreements for the specific hourly rates, terms and conditions set forth in the Professional Services Agreement. Should the 2017 – 2018 budget reduce or eliminate funding for these kinds of services, the City is under no obligation to continue to do business with these consultants.

CONSULTANT SELECTION

An RFQ was conducted in May 2016 for on-call Land Surveying Services. Overall, eleven (11) submittals were received and reviewed, evaluated and scored by the Selection Committee of six City staff from various departments based on the criteria determined before submittals were received. Staff recommends awarding to the six highest-ranked consultants. This variety would allow each department to accommodate specific surveying needs and certain consultant specialties.

EFFECTIVE DATE

If adopted by Council, this Resolution will become effective immediately.

OPTIONS

1. Adopt Resolution authorizing the execution of a Professional Services Agreement for on-call Land Surveying Services with Bush, Roed & Hitchings, Inc. for three years and authorizing execution of an amendment (s) to exercise the option to renew for an additional two (2) renewal periods of one (1) year each.

2. Do not adopt Resolution and provide alternative direction to staff.

RECOMMENDATION

Option 1.

MOTION

Move to adopt Resolution No. 9144 authorizing the execution of a Professional Services Agreement for on-call Land Surveying Services with Bush, Roed & Hitchings, Inc. for three years in an amount not to exceed \$150,000 and authorizing execution of an amendment(s) to exercise the option to renew for an additional two (2) renewal periods of one (1) year each, in an amount not to exceed \$50,000 for each renewal period.

ATTACHMENTS

Proposed Resolution No. 9144.

AVAILABLE IN COUNCIL OFFICE

Contracts