

September 6, 2016

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing the execution of a Professional Services Agreement for on-call Land Surveying Services with WHPacific, 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 two(2) periods of one (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 WHPacific, 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 WHPacific, Inc. will not

exceed \$150,000 for the 3 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 WHPacific, 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. 9146 authorizing the execution of a Professional Services Agreement for on-call Land Surveying Services with WHPacific, 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. 9146

### **AVAILABLE IN COUNCIL OFFICE**

Contracts