

November 7, 2016

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing the execution of a Professional Services Agreement for on-call Architectural Services with SM Stemper Architects, PLLC for three years in an amount not to exceed \$125,000 per year with an option to renew for a period of one (1) term of two (2) years.

### **FISCAL IMPACT**

Services under this contract support projects or programs already approved by Council with funds included in the 2015-2016 operating budget and proposed funding in the 2017 – 2018 operating budget. Funding for 2019 and 2020 will be requested as part of the 2019 – 2020 budget.

The contract is for \$375,000 for the three-year term of the contract with an option to renew for a period of one (1) term of two (2) years at \$125,000 per year for on-call Professional 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 CONTACT(S)**

Jamie Robinson, Assistant Director 452-6843  
*Finance Department*

### **POLICY CONSIDERATION**

Should Council authorize the execution of a Professional Services Agreement for on-call Architectural Services with SM Stemper Architects, PLLC for services within the amounts budgeted and for an amendment(s) to exercise the option to renew for two years.

### **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. This on-call Professional Services agreement with SM Stemper Architects, PLLC will not exceed \$375,000 for the 3-year term of the contract with an option to renew for a period of one (1) term of two (2) years at an amount not to exceed \$125,000 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 August 2016 for on-call Professional Services, including such things as engineering, architecture, landscape architecture, project management, construction management, urban design and environmental consulting. Overall, forty-four (44) submittals were received and reviewed, evaluated and scored by the Selection Committee of four City staff from various departments based on the criteria determined before submittals were received. Staff recommends awarding to the two-four highest-ranked consultants in each discipline. This variety would allow each department to accommodate specific departmental needs and certain consultant specialties.

### **EFFECTIVE DATE**

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

### **OPTIONS**

1. Adopt the Resolution authorizing the execution of a Professional Services Agreement for on-call Architectural Services with SM Stemper Architects, PLLC for three years in an amount not to exceed \$125,000 per year with an option to renew for a period of one (1) term of two (2) years.
2. Do not adopt the Resolution and provide alternative direction to staff.

### **RECOMMENDATION**

Option 1

### **MOTION**

Move to adopt Resolution No. 9175 authorizing the execution of a Professional Services Agreement for on-call Architectural Services with SM Stemper Architects, PLLC for three years in an amount not to exceed \$125,000 per year with an option to renew for a period of one (1) term of two (2) years.

### **ATTACHMENTS**

Proposed Resolution No. 9175

### **AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

Contract