

**CITY COUNCIL REGULAR SESSION**

Resolution authorizing the execution of a three-year Professional Services Agreement with Perteet, Inc., to provide on-call general engineering services for Transportation City and levy funded Capital Investment Program (CIP) projects, in an amount not to exceed \$750,000, plus all applicable taxes, with an option to extend the contract for two years for \$500,000, plus all applicable taxes, with the same terms and conditions.

David Berg, Director, 452-6468

Ron Kessack, Assistant Director, 452-4631

Mike Mattar, Capital Projects Manager, 452-4318

Chris Long, Traffic Engineering Manager 452-6013

Jun Suk An, Senior Project Manager 452-4230

*Transportation Department*

**EXECUTIVE SUMMARY**

The transportation general engineering on-call services would be used to perform preliminary engineering, scoping, traffic studies, develop ad-ready contract documents, and receive specialty engineering supports on locally funded CIP projects, including Neighborhood Safety, Connectivity, and Congestion Management Levy projects. This on-call contract will not only ease out the process of receiving specialty engineering support but will help prioritize list of projects to be delivered under the Neighborhood Safety, Connectivity, and Congestion Levy program.

**RECOMMENDATION**

Move to adopt Resolution No. 9461.

If approved, effective date: 09/17/2018

**BACKGROUND/ANALYSIS**

This on-call contract is one of four on-call contracts that will provide general engineering support services for locally funded Capital Investment Program (CIP) projects. The anticipated scope of services includes: corridor/traffic analysis; roadway, storm water, traffic engineering, environmental, geotechnical, and structural engineering and design; urban design, landscaping, irrigation design; signage and channelization design; surveying; CAD drafting and design visualizations; construction traffic control plans; public involvement; and additional general engineering as needed.

A notice of the request for qualifications (RFQ No. 18072) was published in *The Seattle Times* and *The Seattle Daily Journal of Commerce* on May 17, and May 24. Fourteen firms submitted proposals. After reviewing all proposals, the City selected the following four firms to provide general engineering support services:

- KPFF, Inc.
- KPG, P.S.
- Perteet, Inc.

- Reid Middleton, Inc.

The selection criteria used to evaluate the proposals included:

- Expertise and experience in the requested specialty services
- Qualifications/expertise of project managers/lead facilitators
- Previous experience of the key personnel with similar assignments
- Success of the firm's processes and procedures for managing task order contracts
- Ability to manage the conceptual design for projects involving public and private stakeholders
- Reference/past performance

Perteet, Inc. was selected due to the qualifications and experience of the project managers/lead facilitators proposed for the contract, as well as the depth of experience of the proposed key personnel. Perteet, Inc. also has solid processes and procedures for managing task order contracts successfully and demonstrated past performance on contracts similar in scope.

## **POLICY & FISCAL IMPACTS**

The 2018-2023 Transportation Improvement Program (TIP), which was adopted and passed in June 2017, identified and prioritized CIP and Transportation Facilities Plan (TFP) projects. This agreement will assist in TIP implementation from planning through project implementation for locally-funded CIP projects and TFP projects where funding has been secured. This agreement will also support projects identified for analysis and implementation through the Neighborhood Safety, Connectivity and Congestion Management Levy.

### Bellevue City Code 4.28.030(B)(1):

The City has promulgated policies, standards, and operational procedures that support open, fair, and transparent procurement of goods and services in accordance with all applicable laws. Such policies, standards and procedures may define the levels of authority pertaining to review and approval of contract change orders and shall be followed by all City departments.

### Bellevue City Code 4.28.040(I):

City Council approval is required for contracts greater than \$90,000.

### Fiscal Impacts:

This action will obligate the City to a maximum of \$750,000, plus all applicable taxes, with Perteet, Inc., to provide on-call engineering services for Transportation City and levy funded Capital Investment Program (CIP) projects. The contract is for a three-year term with an option to extend the contract for two years for \$500,000, plus all applicable taxes, with the same terms and conditions. Sufficient funds exist in the 2017-2023 CIP through the individual Transportation CIP project budgets to fund these services. Funding for future years will be contingent upon approved capital funds.

## **OPTIONS**

1. Adopt the Resolution authorizing the execution of a three-year Professional Services Agreement with Perteet, Inc., to provide on-call general engineering services for Transportation City and levy funded Capital Investment Program (CIP) projects, in an amount not to exceed \$750,000, plus all

applicable taxes, with an option to extend the contract for two years for \$500,000, plus all applicable taxes, with the same terms and conditions.

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

#### **ATTACHMENTS & AVAILABLE DOCUMENTS**

Proposed Resolution No. 9461

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

Professional Services Agreement