



# Administrative Report

H.9., File # 25-1717

Meeting Date: 1/20/2026

**To:** **MAYOR AND CITY COUNCIL**  
**From:** **ANDREW WINJE, PUBLIC WORKS DIRECTOR**

## **TITLE**

APPROVE A SECOND AMENDMENT TO THE ON-CALL CONSULTING SERVICES AGREEMENT WITH DAVID EVANS AND ASSOCIATES, INC. TO EXTEND THE TERM THROUGH JANUARY 22, 2028 AND INCREASE THE CONTRACT AMOUNT BY \$100,000 FOR A NEW NOT TO EXCEED TOTAL OF \$350,000

## **EXECUTIVE SUMMARY**

The City Council has awarded a number of on-call contracts to successfully accelerate project delivery timelines. Staff is recommending the approval of a second amendment to the existing on-call agreement with David Evans and Associates, Inc. (DEA) to extend the term an additional two years and to increase the not-to-exceed amount by \$100,000. DEA provides Civil Engineering services and is currently tasked with supporting the Pallet Shelter Expansion and Citywide Curb Ramp Improvement projects.

## **BACKGROUND**

During the FY 2018-19 budget adoption process, several tools were presented to accelerate the pace of delivery of CIP projects. One tool that staff strongly recommended was establishing on-call contracts for professional services. On-call service contracts are not fully defined as to scope or funding source and allow staff the ability to quickly assign smaller work tasks (e.g., geotechnical engineering, surveying, etc.) without having to develop and present an individual contract to City Council for award.

Funding sources for on-call contracts are not identified at the time of award. Rather, as tasks are assigned to an on-call vendor, the funding is assigned via purchase order from the funding source associated with the particular project to which the work applies.

The Public Works Department Engineering Services Division (ESD) and the City Attorney's Office worked to develop a contract template for the request for proposals (RFP) for on-call consulting services, which was advertised in August of 2018. The template stipulates a two-year term with a total not to exceed value of \$100,000. Many of these contracts have been renewed for additional terms, including this one, and new vendors have been awarded contracts as the City's need for on-call firms grows and changes.

On January 23, 2024, staff authorized the first task order to DEA for \$85,224 for design services for the 2024 Citywide Curb Ramp Improvement Project to develop construction plans and cost estimates

for 24 curb ramps at 12 intersections.

In Spring 2024, staff solicited on-call firms to provide design services for the Pallet Shelter Expansion Project. On July 23, 2024, staff considered DEA's \$113,927 total cost reasonable and authorized a second task to begin work on the Pallet Shelter design.

The City Council approved the First Amendment to the agreement with DEA to increase the not to exceed amount by \$150,000, for a new total of \$250,000, to provide continued services for the Citywide Curb Ramp Improvements Project, Pallet Shelter Expansion Project, and other various engineering support tasks.

Staff has since authorized an additional Citywide Curb Ramp Improvements Project task order for \$13,011 for design services for traffic calming elements and curb ramp bulb-outs along Ripley Avenue at Meyer, Hadley, Clark, and High/Pullman Lanes, a bulb out at Vincent Avenue and Irena Avenue, and additional surveying services.

Staff also tasked DEA with a \$30,271 task order to provide structural calculations and drawings for perimeter fencing, footings, and retaining walls for the Pallet Shelter expansion project. To date, DEA has assisted the City with four task orders totaling \$242,433

Given the priority of the temporary supportive housing program, staff is recommending extending the term through January 22, 2028 and increasing the not to exceed amount by \$100,000 to \$350,000 to provide value engineering and design and construction support for the completion of the Pallet Shelter project.

Staff is recommending approval of this second amendment to allow for the continued provision of on-call services by DEA.

## **COORDINATION**

Preparation of the proposed amendment was coordinated between the City Attorney's Office and the Public Works Department.

## **FISCAL IMPACT**

Funding for the on-call work assigned to DEA is available in the applicable CIP project accounts.

## **APPROVED BY:**

*Mike Witzansky, City Manager*

## **ATTACHMENTS**

- Agmt - Second Amendment to the On-Call Professional Services Agreement with David Evans and Associates, Inc.
- Agmt - First Amendment to the On-Call Professional Services Agreement with David Evans and Associates, Inc., July 30, 2024
- Agmt - Original On-Call Professional Services Agreement with David Evans and Associates, Inc., January 23, 2024
- Insurance - David Evans and Associates, Inc.