



Administrative Report

H.9., File # 26-0208

Meeting Date: 3/3/2026

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

TITLE

APPROVE THE THIRD AMENDMENT TO THE ON-CALL CONSULTING SERVICES AGREEMENT WITH LUCCI AND ASSOCIATES, INC. TO INCREASE THE NOT TO EXCEED AMOUNT BY \$100,000, FOR A NEW TOTAL NOT TO EXCEED \$400,000, AND TO EXTEND THE TERM TO MAY 5, 2028

EXECUTIVE SUMMARY

The City Council has awarded a number of on-call contracts in the past to successfully accelerate numerous project delivery timelines. Staff is recommending approval of a third amendment to an existing on-call agreement with Lucci and Associates, Inc. (Lucci) to extend the term by two years and increase the not-to-exceed amount by \$100,000. This amendment is needed to continue services related to ongoing electrical engineering design services for various City projects, including the City's expansion of the temporary supportive housing program at the Kingsdale Avenue location.

BACKGROUND

During the City's FY 2018-19 budget adoption process, several tools were presented to accelerate the pace of delivery of Capital Improvement Program (CIP) projects. One tool that staff strongly recommended was on-call contracting 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 and the City Attorney's Office worked together to develop a contract template and an RFP for on-call consulting services, which was advertised in August of 2018. The contract template stipulates a two-year term with a not to exceed value of \$100,000. Many of these contracts have been renewed or amended to add to the not to exceed amount and/or term, including this one, and new vendors have been awarded contracts as the City's need for on-call firms continues to grow and change.

The Engineering Services Division benefits from active on-call contracts with 18 firms specializing in a number of design and technical disciplines. Use of these services has accelerated the delivery of

many projects. These agreements provide the City with a deep and broad bench of firms to provide the technical engineering services needed to deliver CIP projects.

Staff is now proposing a third amendment to the Agreement with Lucci forward for Council consideration. Lucci is an electrical engineering consultant that specializes in design and other engineering services related to lighting, power supply, and electrical control systems. The third amendment to the on-call contract would provide support for upcoming facility improvement and facility maintenance projects where the need for electrical engineering is anticipated, including the Pallet Shelter Expansion Project. Lucci has successfully completed eleven task orders under the current Agreement for a total amount of \$185,850. This amendment would extend the term from May 5, 2026 to May 5, 2028 and increase the not-to-exceed limit from \$300,000 to \$400,000.

COORDINATION

The on-call contract development has been coordinated between the City Attorney's Office and the Public Works Department. The City Attorney's Office prepared and approved the third amendment as to form.

FISCAL IMPACT

No additional funding impacts occur by approving the contract. Funding is committed as tasks are assigned by staff and only from funds that have already been appropriated by the City Council for the related CIP projects and programs.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Third Amendment to Agreement with Lucci and Associates, Inc.
- Agmt - Original Agreement, First Amendment, and Second Amendment to the Agreement with Lucci and Associates, Inc.
- Insurance - Lucci and Associates, Inc.