



# Administrative Report

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H.12., File # 25-1034

Meeting Date: 8/5/2025

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

## **TITLE**

APPROVE AN AMENDMENT TO THE ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH JENNIFER DUNBAR, AN INDIVIDUAL DBA DUNBAR ARCHITECTURE, FOR ARCHITECTURAL SERVICES TO INCREASE THE NOT TO EXCEED AMOUNT BY \$100,000 FOR A NEW TOTAL OF \$200,000 WITH NO CHANGE IN TERM

## **EXECUTIVE SUMMARY**

In an effort to accelerate CIP project delivery, the Public Works Department has negotiated on-call professional service agreements with engineering, architecture, and surveying firms to allow for quick assignment of smaller work tasks by establishing contract conditions in advance. On-call service contracts are, by definition, not fully defined as to the scope, amount, and encumbrance of a funding source. To overcome these uncertainties, these contracts include a mechanism for staff to receive quotes and assign work on a task-by-task basis, with a "not to exceed" limit for the amount of work awarded to a consulting firm over the life of the contract. Funding for each task comes from projects and programs that have already received appropriations from Council.

The City Council has approved a number of on-call contracts that have been utilized to accelerate project delivery timelines. Staff is recommending an amendment to the on-call Agreement with Dunbar Architecture, Inc. (Dunbar) that will allow the firm to continue providing architectural services for the City's Veteran's Park Historic Library Project and to create capacity in the agreement for other future projects.

## **BACKGROUND**

During the City's FY 2018-19 budget adoption process, on-call contracting for professional services was recommended as a tool to speed the delivery of projects included in the City's Capital Improvement Program (CIP). On-call service contracts are not fully defined as to the scope or funding source and allow staff to quickly assign smaller work tasks (e.g. geotechnical engineering, surveying, etc.) without having to develop and present an individual contract to the City Council for approval.

Funding sources for on-call contracts are not identified at the time of approval. 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 for on-call consulting services. The first solicitation was made in August of 2018. The template stipulates a two-year term with a not to exceed value of \$100,000 over the two-year period. Many of these contracts have been renewed for additional two-year terms, and new vendors have been awarded contracts as the City's need for on-call firms has grown and changed.

These agreements provide the City with a deep and broad bench of firms to supplement staff efforts to deliver CIP projects. Staff is recommending approval of an amendment to the contract with Dunbar that will allow the firm to continue providing architectural services related to the Veteran's Park Historic Library Project and to create capacity for future work assignments. Dunbar is a full-service architecture firm specializing in existing and historic buildings, ADA evaluation, and ADA compliance requirements. Given the growing need for these specialized architectural services, staff recommends the contract's not to exceed amount be increased by \$100,000. The original two-year term, and all other contractual terms would remain the same.

### **COORDINATION**

The City Attorney's Office prepared and approved the amendment as to form.

### **FISCAL IMPACT**

No additional funding is required to authorize the proposed contract amendment. Funding for the assigned work is provided through the City's adopted CIP and in this instance the Veteran's Park Historic Library Project account.

### **APPROVED BY:**

*Mike Witzansky, City Manager*

### **ATTACHMENTS**

- Agmt - First Amendment to On-Call Agreement with Jennifer Dunbar, and Individual dba Dunbar Architecture
- Agmt - Original On-Call Agreement with Jennifer Dunbar, and Individual dba Dunbar Architecture, September 17, 2024