



Administrative Report

H.10., File # 24-0587

Meeting Date: 4/16/2024

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

TITLE

APPROVE THE SECOND AMENDMENT TO THE ON-CALL ELECTRICAL ENGINEERING CONSULTING SERVICES AGREEMENT WITH LUCCI AND ASSOCIATES TO INCREASE THE NOT TO EXCEED AMOUNT BY \$100,000, FOR A NEW TOTAL NOT TO EXCEED AMOUNT OF \$300,000, AND TO EXTEND THE TERM TO MAY 5, 2026

EXECUTIVE SUMMARY

In an effort to accelerate Capital Improvement Program (CIP) project delivery, Public Works Department staff has negotiated on-call professional service agreements with engineering, architecture, and surveying firms to allow for quick assignment of smaller work tasks by setting up the contract conditions in advance. On-call service contracts are, by definition, not fully defined as to the scope, amount, and specific funding source. To overcome these uncertainties, these contracts include a mechanism for staff to receive quotes and award 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 received Council approval.

The City Council has awarded a variety of these contracts and amendments in the past, and they have been successfully used in a number of projects to accelerate project delivery timelines. Staff is now bringing an amendment to the contract with Lucci and Associates for the continuation of electrical engineering services. The proposed amendment is included as an attachment.

BACKGROUND

During the City’s 2018-19 Fiscal Year budget process, a Budget Response Report identified several tools that would be useful in accelerating the pace of delivery of CIP projects. One of these tools is the use of on call contractors to allow staff 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 (using a purchase order) from the already appropriated funding source for the particular project to which the work applies.

The Engineering Services Division and the City Attorney’s Office worked together to develop a contract template for solicitation of a request for proposals (RFP) for on-call consulting services. The template stipulates a two-year term with a not to exceed value of \$100,000 over the two years. A standard amendment template was also produced to add an additional two years to the term and an additional \$100,000 to the contract’s not to exceed limit.

The Engineering Services Division benefits from active on-call contracts with 18 firms specializing in a number of disciplines. Use of these services accelerated the delivery of many projects and, as a result, several of these Agreements have been amended by the City Council to extend the life of the contracts. These Agreements provide the City with a deep and broad bench of firms to supplement staff efforts to deliver CIP projects.

Staff is now recommending Council approve a second amendment with Lucci and Associates. Lucci and Associates is an electrical engineering consultant who specializes in design and other engineering services related to lighting, power supply, and electrical control systems. A second amendment is needed to provide support to upcoming facility improvement and facility maintenance projects, where electrical engineering services are expected. To date, Lucci and Associates has assisted the City with seven task orders and has performed well during each of the tasks. Lucci and Associates will be paid in accordance with the updated rate schedule that has been added to the second amendment. Additionally, the contract term will be extended to May 5, 2026.

COORDINATION

The on-call contract development has been coordinated by the City Attorney's Office and the Public Works Department. The City Attorney's Office prepared and approved the proposed second amendment to the agreement with Lucci and Associates.

FISCAL IMPACT

There are no additional funding impacts associated with the approval of the second amendment. Funding is committed as tasks are assigned by staff, and only from funds that have been appropriated by the City Council for specific CIP projects and programs.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - Second Amendment to Agreement with Lucci and Associates
- Insurance - Lucci and Associates