



Administrative Report

H.9., File # 24-1818

Meeting Date: 11/19/2024

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

TITLE

APPROVE AN ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH ROY COLBERT ARCHITECT, A CALIFORNIA CORPORATION, FOR ARCHITECTURAL SERVICES FOR AN AMOUNT NOT TO EXCEED \$100,000 AND THE TERM ENDING NOVEMBER 4, 2026

EXECUTIVE SUMMARY

In an effort to accelerate 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 encumbrance of a 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 already received Council appropriations.

The City Council has awarded a number of these contracts in the past, and they have been successfully used in a number of projects to accelerate project delivery timelines. The contract with Roy Colbert Architect will provide architectural services needed to prepare building plans and renderings that are often required to renovate and maintain City facilities.

BACKGROUND

During the FY 2018-19 budget cycle, a Budget Response Report identified several tools that would be useful in accelerating the pace of delivery of CIP projects. One tool was establishing on-call consulting contracts for various professional services. These on-call contracts include a mechanism for staff to receive quotes and award work on a task-by-task basis, with a single not-to-exceed limit for the total amount of work to be completed by a given vendor. This allows 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 consideration. 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 the purchase order) from funding already appropriated for the particular project to which the work applies.

The Public Works Engineering Services Division and the City Attorney's Office worked together to develop a contract template for request for proposals 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. 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 grows and changes.

These Agreements provide the City with a deep and broad bench of firms to supplement staff efforts to deliver CIP projects. At this time, staff recommends the approval of an on-call Agreement with Roy Colbert Architect, a full-service architecture firm that specializes in commercial facility design that can assist the City with increased demand for services at City facilities prompted by the City's Capital Improvement Program.

COORDINATION

On-call contract development has been coordinated between the Public Works Department and the City Attorney's Office. The City Attorney's Office prepared and approved the proposed Agreement.

FISCAL IMPACT

There is no additional fiscal impact associated with approval of the proposed Agreement. Funding for the contract tasks assigned by staff is provided from previously approved Capital Projects.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - On-Call Professional Services with Roy Colbert Architect
- Insurance - Roy Colbert Architect