



# Administrative Report

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H.8., File # 25-1493

Meeting Date: 11/4/2025

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

## **TITLE**

APPROVE A SECOND AMENDMENT TO THE ON-CALL CONSULTING SERVICES AGREEMENT WITH ELLIS ENVIRONMENTAL MANAGEMENT, INC. TO INCREASE THE NOT TO EXCEED AMOUNT BY \$100,000 FOR A NEW NOT TO EXCEED TOTAL OF \$300,000 AND TO EXTEND THE TERM THROUGH NOVEMBER 1, 2027

## **EXECUTIVE SUMMARY**

The City Council has approved a number of on-call service contracts to successfully accelerate a variety of maintenance and capital improvement project timelines. Staff is recommending approval of a second amendment to an existing on-call agreement with Ellis Environmental Management, Inc. (Ellis Environmental) to extend the term an additional two years and to increase the not-to-exceed amount by \$100,000. This amendment is needed to continue services related to managing the implementation of environmental abatement tasks associated with facility improvement projects in the City's CIP.

## **BACKGROUND**

For the past several years, the City has been making use of on-call consultant contracts to accelerate the pace of delivery of CIP projects. 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 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 (ESD) and the City Attorney's Office worked together to develop a contract template for a request for proposals for on-call consulting services, which was first advertised in August of 2018. 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 terms, and new vendors have been added 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's efforts to deliver CIP projects.

Staff is now bringing forward an amendment to allow Ellis Environmental to continue to provide

services related to managing the implementation of facility related projects currently identified and funded in the CIP. Ellis Environmental has assisted the City with five task orders relating to inspections and specifications for the removal of potentially hazardous substances when remodeling or demolishing existing facilities. Ellis Environmental has proved to be a reliable provider of on-call services.

### **COORDINATION**

Development of the proposed amendment was coordinated with the City Attorney's Office and staff in the Public Works Department. The City Attorney's Office approved the agreement as to form.

### **FISCAL IMPACT**

No additional funding is required to approve the recommended contract amendment. Funding for the assigned work tasks is provided through the various associated CIP project accounts. Approval of on-call consulting services agreements has helped the Public Works Department more than double the pace of annual CIP delivery.

### **APPROVED BY:**

*Mike Witzansky, City Manager*

### **ATTACHMENTS**

- Agmt - Second Amendment Ellis Environmental, Inc.
- Agmt - First Amendment and Original Agreement with Ellis Environmental Inc.