



# Administrative Report

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H.11., File # 22-4075

Meeting Date: 5/3/2022

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**To: MAYOR AND CITY COUNCIL**  
**From: TED SEMAAN, PUBLIC WORKS DIRECTOR**

## **TITLE**

APPROVE THE FIRST AMENDMENT TO THE ON-CALL CONSULTING SERVICES AGREEMENT WITH LUCCI & ASSOCIATES, INC., TO INCREASE THE NOT TO EXCEED AMOUNT BY \$100,000 FOR A NEW TOTAL NOT TO EXCEED AMOUNT OF \$200,000 AND TO EXTEND THE TERM TO MAY 2, 2024

## **EXECUTIVE SUMMARY**

On May 5, 2020, Lucci & Associates, Inc. was awarded a two-year on-call consulting services contract, with a not to exceed value of \$100,000, to provide as needed electrical engineering services in support of the delivery of Capital Improvement and maintenance projects implemented by the Public Works Department. Lucci & Associates, Inc. has performed well and staff is recommending that the on-call contract be extended for an additional two years and that the not to exceed value be raised by \$100,000 to allow continued access to this important maintenance resource.

## **BACKGROUND**

Pursuant to a City Council initiative to accelerate maintenance efforts and CIP project delivery, the City has periodically engaged firms providing engineering, architecture and maintenance services with "on-call" contracts 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. This allows staff to quickly assign smaller work tasks without having to develop and present an individual contract to City Council for award. Rather, as tasks are assigned to an on-call vendor, the funding is assigned (using the purchase order) from the already appropriated funding source for the particular project to which the work applies.

Lucci & Associates, Inc. was awarded such a contract on May 5, 2020 with a two-year term and a not to exceed value of \$100,000. Staff has issued three task awards to Lucci over the last two years to assist with three projects, including the Electric Vehicle Charging Station Project, the Pier Light Fixture Replacement Project, and other urgent maintenance needs.

The availability of the on-call agreement has saved countless hours of staff time that would have been otherwise needed to prepare standalone contracts, and has resulted in shaving weeks and months off project and maintenance work timelines. This amendment will allow the Public Works

Department to continue to provide responsive delivery of maintenance and CIP projects in the most efficient way possible. Therefore, staff recommends the City Council approve this First Amendment to the Lucci & Associates, Inc. agreement so that these efficiencies can continue.

**COORDINATION**

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

**FISCAL IMPACT**

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

**APPROVED BY:**

*Mike Witzansky, City Manager*

**ATTACHMENTS**

1. First Amendment to Lucci & Associate
2. Certificate of Insurance