



Memorandum

Date: 6/4/2024
Meeting of: City Council

File No. AM No. 24-078
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Aaron Bert	425-556-2786
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DEPARTMENT STAFF:

Public Works	Chris Stenger	Deputy Director
Public Works	Emily Flanagan	Interim Utilities Engineering Manager
Public Works	Tom Hardy	Environmental Scientist

TITLE:

Approve Capacity Increase for On-Call Groundwater Monitoring, Habitat Monitoring, and Water/Wastewater Engineering Services Agreements

OVERVIEW STATEMENT:

To continue using three existing on-call agreements through 2024, additional capacity will need to be added to the on-call agreements for groundwater monitoring (\$100,000 - Landau Associates), habitat monitoring (\$125,000 - Herrera Environmental Consultants) and water/wastewater engineering services (\$250,000 - BHC Consultants). The increase in capacity will allow staff to use the agreements for work throughout 2024.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Utilities Strategic Plan
- **Required:**
Contracts greater than \$50,000 require Council approval.
- **Council Request:**
N/A
- **Other Key Facts:**
We have expended the current amounts on the three contracts because of a combination of reduced staff

capacity, unanticipated use of on-calls, and on-going work on plan development. Extending the end date for these contracts allows for more work than originally anticipated.

These on-call contracts support on-going work like the depth to water monitoring events. Extending the on-call contract end date allows more contracting capacity to get through the additional length of time. The increase in the groundwater on-call with Landau will make up for vacant staff positions.

The increase in the habitat monitoring on-call contract with Herrera is necessary because the city needed to switch consultants on 40th Street monitoring due to inadequate performance by the original consultant. The monitoring on-call contract will also be used to support the surface water monitoring program, gage data support, and permit required monitoring work.

The increase in the water and wastewater engineering services on-call agreement with BHC is to support sewer modeling, flow monitoring, and the lift station 52 and 53 pump replacement projects.

Most Public Works on-call agreements expire at the end of 2024, including the three agreements associated with this memo. Public Works will be advertising for new on-call contracts this fall that will start in January 2025.

OUTCOMES:

The city benefits from using on-call agreements because of the contracting efficiencies they provide. The three on-call agreements have already been through the selection and approval process and the increase in capacity will allow Public Works monitoring and modeling work to continue through 2024.

Council's approval will expand the amount that can be charged against the agreements. Individual projects and programs have the budget in place to fund the work.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:

A total of \$475,000 will be added to the agreements to support existing capacity on the on-call contracts.

Approved in current biennial budget: ☒ **Yes** ☐ **No** ☐ **N/A**

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Budget Offer Number:
0000002, 0000003, 0000147

Budget Priority:
Healthy and Sustainable, Safe and Reliable Drinking Water, Wastewater Management

Other budget impacts or additional costs: ☐ Yes ☐ No ☒ N/A

If yes, explain:
N/A

Funding source(s):
Stormwater Utility Fund, Water and Sewer Funds, Groundwater Fund

Budget/Funding Constraints:
N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
5/14/2024	Committee of the Whole - Finance, Administration, and Communications	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:
Work scheduled for 2024 will need increase in capacity to move forward.

ANTICIPATED RESULT IF NOT APPROVED:

Required habitat monitoring, groundwater monitoring and maintenance, and sewer flow monitoring and modeling work will be delayed.

ATTACHMENTS:

Attachment A: BHC Consultants, LLC. Supplemental Agreement #2
Herrera Environmental Consultants, Inc. Supplemental Agreement #4
Inc. Supplemental Agreement #2

Attachment B:
Attachment C: Landau Associates,