



Memorandum

Date: 8/4/2025

Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 25-445

Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

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

Public Works	Rob Crittenden	City Engineer
Public Works	Tom Hardy	Sr. Environmental Scientist
Public Works	Chris Stenger	Deputy Public Works Director

TITLE:

Approve On Call Survey and Mapping Services Agreement

OVERVIEW STATEMENT:

Through a standard request for qualifications (RFQ) process, Public Works teams evaluated and scored statements of qualifications submitted by consultants for on-call survey and mapping services. After awarding one of the two on-call contracts to a survey firm, that firm informed the city they were closing their offices and could not accept the offer. To maintain capacity for on-call survey services, the city offered the next highest qualified firm, David Evans and Associates, a 2-year on-call contract not to exceed \$150,000, with two 1-year renewal options.

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Utility Strategic Plan, Capital Improvement Plan
- **Required:**
Council approval is required to award an architectural and engineering services agreement that exceeds \$50,000 (2018 City Resolution 1503)
- **Council Request:**
N/A
- **Other Key Facts:**
A request for qualifications was advertised in October 2024. The city received and evaluated seven statements

of qualifications. David Evans and Associates was ranked as the third best qualified consultant.

OUTCOMES:

The city benefits from having on-call agreements because of the efficiencies and support they provide to a wide variety of projects, programs, planning, and services. On-call agreements do not encumber budgets but are available for project managers to use with approved budget numbers on a task order basis. This provides flexibility with specialized services that are not available using City staff and shortens the turnaround time for using qualified firms for critical 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:

There is no cost. This is a contracting mechanism for projects with previously approved budgets, as needed.

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

Budget Offer Number:

N/A

Budget Priority:

Capital Investment Plan, Vibrant and Connected, Healthy and Sustainable

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

If yes, explain:

N/A

Funding source(s):

There are no budget numbers encumbered by on-call contracts - only projects with approved budgets can charge to on-call contracts.

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
9/2/2025	Business Meeting	Approve

Time Constraints:

Public Works is requesting this item to go forward for Council approval at the September 2, 2025, business meeting. The on-call agreement will be used starting in the fourth quarter of 2025.

ANTICIPATED RESULT IF NOT APPROVED:

Delays in project support may impact a range of design and planning across functional areas, leading to increased costs and delays in project delivery.

ATTACHMENTS:

Attachment A: On-Call Survey and Mapping Services David Evans and Associates