



Memorandum

Date: 7/18/2023
Meeting of: City Council

File No. AM No. 23-105
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	Anne-marie Marshall-Dody	Deputy Director
Public Works	Steve Hitch	Engineering Manager
Public Works	Tom Hardy	Stream and Habitat Planner
Planning and Community Development	Kim Dietz	Principal Planner

TITLE:

Approval of On-Call Cultural Resources and Archaeological Management Services Agreements with Environmental Science Associates (ESA) and ASM Affiliates (ASM), in the Amount of \$150,000 for Each Agreement

OVERVIEW STATEMENT:

Through a standard Request for Qualifications (RFQ) process, City staff reviewed and scored proposals for on-call cultural resources and archaeological management services. Two firms, Environmental Science Associates (ESA) and ASM affiliates (ASM), scored highest in the review criteria and were selected to provide on-call services to the city. The on-call agreements will each be for \$150,000. As the need for these services are required, the associated project charges against the total contract amount up to the contract cost ceiling.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Cultural Resources Management Plan
- **Required:**
Contracts over \$50,000
- **Council Request:**
N/A
- **Other Key Facts:**

There are no funds encumbered by the on-call agreements because projects will charge as-needed from approved budgets. Administration support will be provided by the stormwater budget.

OUTCOMES:

Having on-call archaeological firms available will provide efficient contracting through task order-based agreements. Both firms are highly capable in historic and pre-historic assessments and can scale-up depending on the project needs. ESA has more capacity to take on larger projects, and ASM is better set-up for small scale projects. We anticipate using both firms for various types of services, including pre-project surveying, construction monitoring, public outreach, and employee training.

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:
\$300,000

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

Budget Offer Number:
0000002 Ground & Surface Water Management

Budget Priority:
Healthy and Sustainable

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

If yes, explain:
N/A

Funding source(s):
405.21108.00410.53150

Budget/Funding Constraints:
N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
7/5/2023	Committee of the Whole - Planning and Public Works	Provide Direction

Proposed Upcoming Contact(s)

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

Time Constraints:

N/A

ANTICIPATED RESULT IF NOT APPROVED:

The City will still need to contract with cultural resources and archaeological firms, but it will be less efficient and likely more expensive.

ATTACHMENTS:

Attachment A: ASM Consultant Agreement

Attachment B: ESA Consultant Agreement