



Memorandum

Date: 11/10/2020

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

File No. CM 20-325

Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Dave Juarez	425-556-2733
--------------	-------------	--------------

DEPARTMENT STAFF:

Public Works	Steve Flude	City Engineer
Public Works	Steve Hitch	Engineering Supervisor
Public Works	Amanda Balzer	Science & Data Analytics Supervisor

TITLE:

Selection and Approval of On-Call Consultant Contracts for Engineering Services

OVERVIEW STATEMENT:

Approve agreements for on-call consulting services and authorize the Mayor to sign the agreements substantially in the form presented. On-call Engineering Services will be for:

- Geotechnical Engineering;
- Stormwater Engineering;
- Stormwater Modelling;
- Water/Wastewater Engineering and Modelling;
- Habitat, Flow and Water Quality Monitoring;
- Surveying; and,
- Groundwater Monitoring.

Each of these on-call contracts will be for a period of three years with an option to be extended for an additional year. Each contract has a maximum allowable contract value, but this Council Action does not authorize any spending. Each task order under these contracts must be funded through a Council authorized project or program.

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

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
On-call contracts are used to bring specialty consultant resources to support staff quickly and efficiently.

OUTCOMES:

City staff has used on-call contacts for specialty work, peer review and to supplement staff availability for many years. These consultant services are crucial for timely development review and delivery of City projects given current staffing levels and workloads. The existing contracts expire in December 2020, and new firms should be under contract going into 2021 to avoid delays.

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:

\$0. This action does not authorize any spending. It only creates a contract vehicle for otherwise authorized spending.

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

Budget Offer Number:

N/A

Budget Priority:

The work handled by these on-call contracts falls within the Healthy and Sustainable and Vibrant and Connected Priorities.

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

If yes, explain:

N/A

Funding source(s):

Funding for task orders may come from professional services budgets within the water/wastewater fund, stormwater fund, grants, or may be paid by developers seeking peer review of development projects.

Budget/Funding Constraints:

N/A - on-call consultant contracts specify that no work is guaranteed to a consultant, and the stated amounts are not-to-exceed. Funding is encumbered only when a need arises and a City Council authorized account is provided to fund specific services required under a given task order.

☒ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

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

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
12/1/2020	Business Meeting	Approve

Time Constraints:

Contracts should be executed by December 31, 2020 in order to facilitate essential engineering work using task orders in 2021.

ANTICIPATED RESULT IF NOT APPROVED:

Staff will have difficulty meeting review timelines for development, advancing City projects on schedule, and responding to emergency conditions.

ATTACHMENTS:

Attachment A: Additional Background Information/Description of Proposal

Attachment B: [Draft Contracts <On-Call%20attachments>](#)

Attachment 1: Additional Background Information/Description of Proposal

City staff uses on-call consultants in several disciplines to supplement the capabilities of Redmond staff. This work includes capital project design, specialized operational issues, peer review of private development project submittals, monitoring completed projects, and monitoring of water and soil conditions to protect public health and safety. The Environmental & Utility Services Division currently administers thirteen on-call services contracts with engineering, testing and design firms.

Each contract is purposefully written with a broad scope of work since project needs may vary and staff want to retain flexibility in responding to the needs of the community. The work will be conducted using “task orders” for specific scopes of work. Funding for specific task orders will be taken from the appropriate project or department budget

account.

These short-term contracts are for not-to-exceed amounts noted in the table below for each discipline. Staff anticipates using these contracts to support numerous upcoming program and project needs within the Public Works and Planning departments. Examples are CIP project design and construction support, slope stability analysis, groundwater monitoring, emergency response, soil/landslide hazards review, environmental assessments, and peer review of private developer submittals.

On-Call Contracts

Discipline	2019-2020 Contract Values	2019-2020 Spent to Date	2021-2022 Proposed Contracts	Selected Firms
Geotechnical Engineering	\$1,300,000 (\$650,000/ 2 firms)	\$1,183,000	\$1,500,000 (\$750,000/ 2 firms)	Golder Associates Hart Crowser
Groundwater Monitoring	None *	*	\$250,000	(Pending negotiations)
Stormwater Engineering	\$2,400,000 (\$800,000/ 3 firms)	\$899,000	\$2,100,000 (\$700,000/3 firms)	Osborn Consulting David Evans & Assoc Jacobs
Stormwater Modelling	\$1,200,000 (\$600,000/ 2 firms)	\$462,000	\$1,000,000 (\$500,000/2 firms)	NHC Otak
Water/Wastewater Engineering & Modelling	\$2,000,000 (\$1,000,000/2 firms)	\$1,122,000	\$2,100,000 (\$700,000/3 firms)	BHC HDR Murraysmith
Habitat, Flow & WQ Monitoring	\$300,000	\$182,000	\$400,000 (\$200,000/ 2 firms)	Herrera Watershed Company
Survey	\$400,000 (\$200,000/ 2 firms)	\$43,000	\$300,000 (\$150,000/2 firms)	DOWL WHPacific

* Groundwater Monitoring is currently included as part of the Geotechnical Engineering contract.

Consultant Selection Process

Between one and three firms were selected for each discipline depending on the complexity of work anticipated and dollar amounts proposed for each contract. Firms were selected using the MRSC Roster (in close coordination with Purchasing staff). Consultant qualifications were then reviewed and rated by staff to select the most qualified firm(s) to provide consulting services in each discipline.

After selection, negotiations determined fair and reasonable consultant rates for the work, using the City's consultant fee negotiation guidelines worksheets. The general scopes and consultant rates were then incorporated into standard Consultant Agreements.

Attachment 2: Draft Contracts

Discipline	Attached Contracts
Geotechnical Engineering	2A: Golder Associates 2B: Hart Crowser
Groundwater Monitoring	2C: (Pending negotiations)
Habitat, Flow & WQ Monitoring	2D: Herrera 2E: Watershed Company
Stormwater Engineering	2F: Osborn Consulting 2G: David Evans & Assoc 2H: Jacobs
Stormwater Modelling	2I: NHC 2J: Otak
Survey	2K: DOWL 2L: WHPacific
Water/Wastewater Engineering & Modelling	2M: BHC 2N: HDR 2O: Murraysmith