# Public Works Department

## STRATEGIC PLAN PRIORITY HIGHLIGHTS

SCOTT COLLINS, PUBLIC WORKS DIRECTOR

# Public Works

## Safe & Accessible Community

- Citywide PCI update to prioritize roadway investments
- ADA Transition Plan & Sidewalk Inventory advancing accessibility and data-driven planning


## Stewardship of City Assets

- Water Master Plan identifying long-term needs (water capacity issue ~2034) & PFAS Long Term Mitigation Plan
- Private Stormwater Facility Assessment evaluating long-term maintenance strategy

## Major Capital Project (Multi-Strategic Priority)

## SR-500/Everett Corridor – Phase 1 (35th to 43rd)

- Roundabouts + shared-use path
- Improves safety, multimodal access, and freight mobility
- Enhances regional park connectivity
- Future Phases (2–4): unfunded / not initiated

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# Capital Project Development & Framework

SCOTT COLLINS, PUBLIC WORKS DIRECTOR

# Agenda

- Project Creation
- Cost Estimates – Planning Level
- Project Funding
- Project Prioritization
- Cost Estimates – Grant Level
- Active Project List/workload
- Project Management Capacity
- Design – Why Consultants
- Design – Staff vs Consultants
- A&E Consultant selection (Laws/RFQ/Eval/Fees)
- A&E Procurement Methods
- A&E Contract Types
- Amendments
- Personal Service
- Construction Contracts
- Staff Training & Oversight
- Items to Consider
- Discussion

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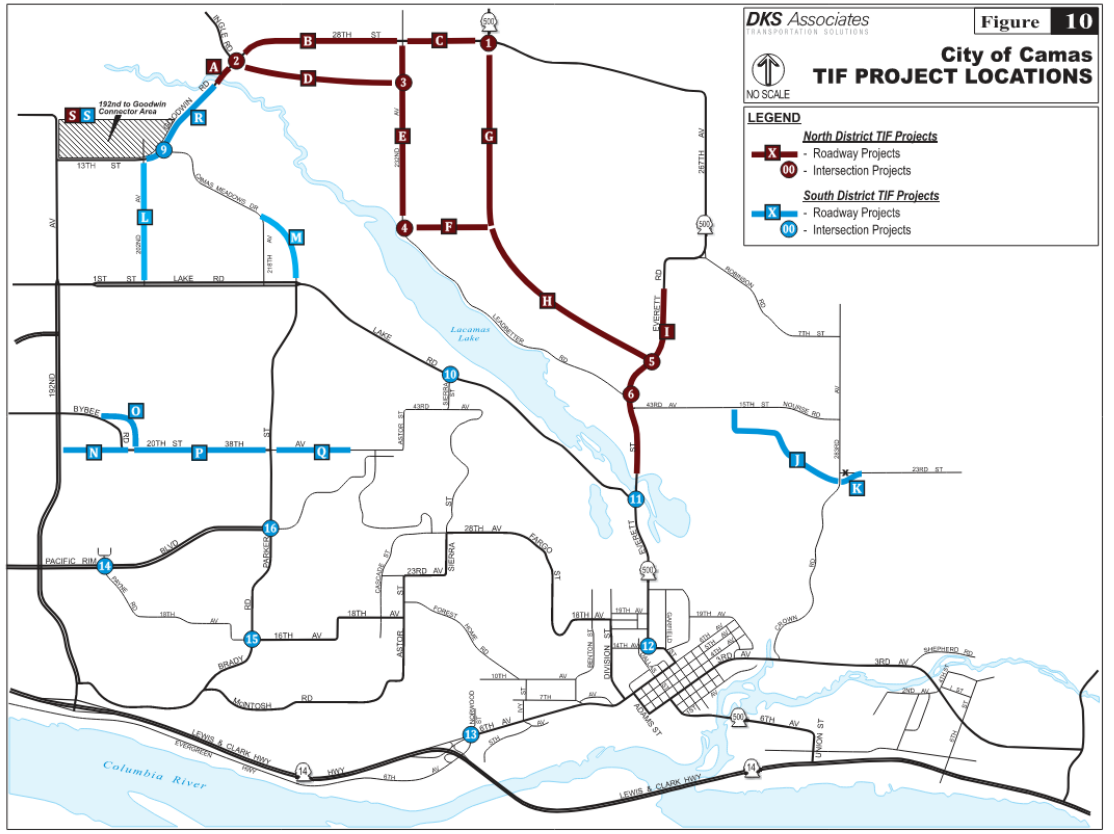
# Project Creation - Planning

- Comprehensive Plan
- Capital Facilities Plans
  - Transportation
  - Sewer
  - Water
  - *Storm
- Facility Studies
- Safety Plan
- 6 Year TIP
- RTC Regional TIP

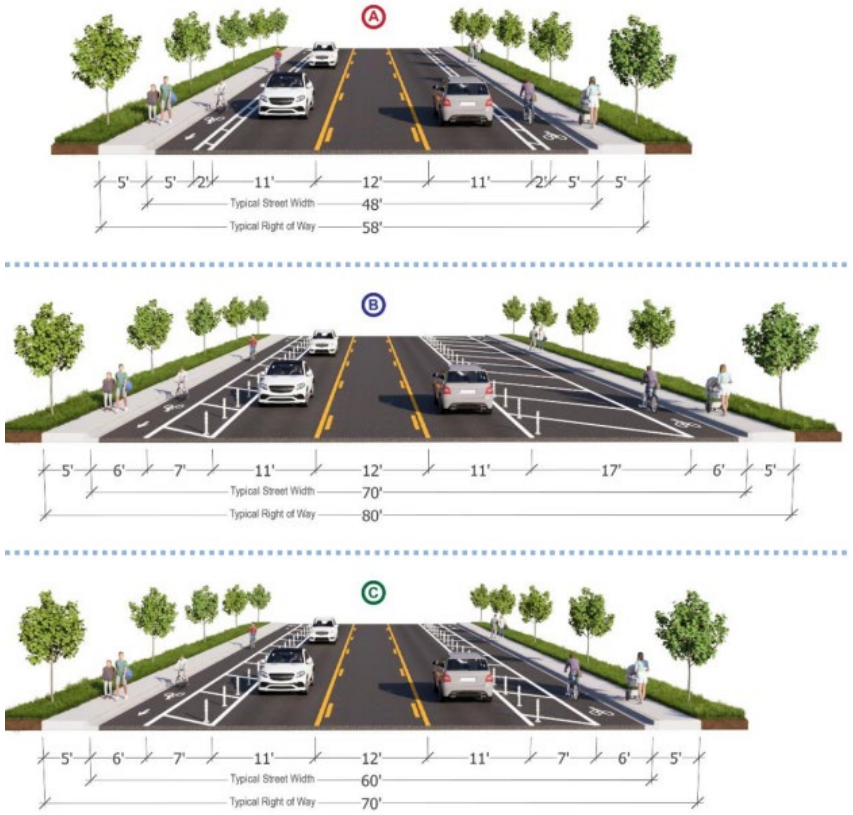


# Project Creation – Additional Drivers

- Asset condition & lifecycle needs
- Regulatory requirements (water, sewer, stormwater)
- New development pressure
- Council direction & community input
- Safety Needs
- Capacity Constraints
- Grant opportunities

***Many factors directly influence how projects are prioritized and scheduled***

# Cost Estimates – Planning Level




- Conceptual project scope / high Level
- Cost basis
  - Comparable projects that are similar
  - Costs per mile
  - High level unit costs / assumptions on quantities
- Allowances for major components
  - Design
  - Construction
  - Construction Management
- Contingency

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# Planning Estimate vs Final Cost

**City of Camas TIF**
**Rough Cost Estimate Summary**

**PROJECT ELEMENT:** **38th Avenue Improvement (between Parker and 800 feet west of Dahlia)**
2,400

**Project Description:**
Widen 38th Avenue from 2 to 3 lanes (50 feet) where needed from Parker Street to 800 ft west of Dahlia . The project includes sidewalks and bikelanes on both sides of the road.

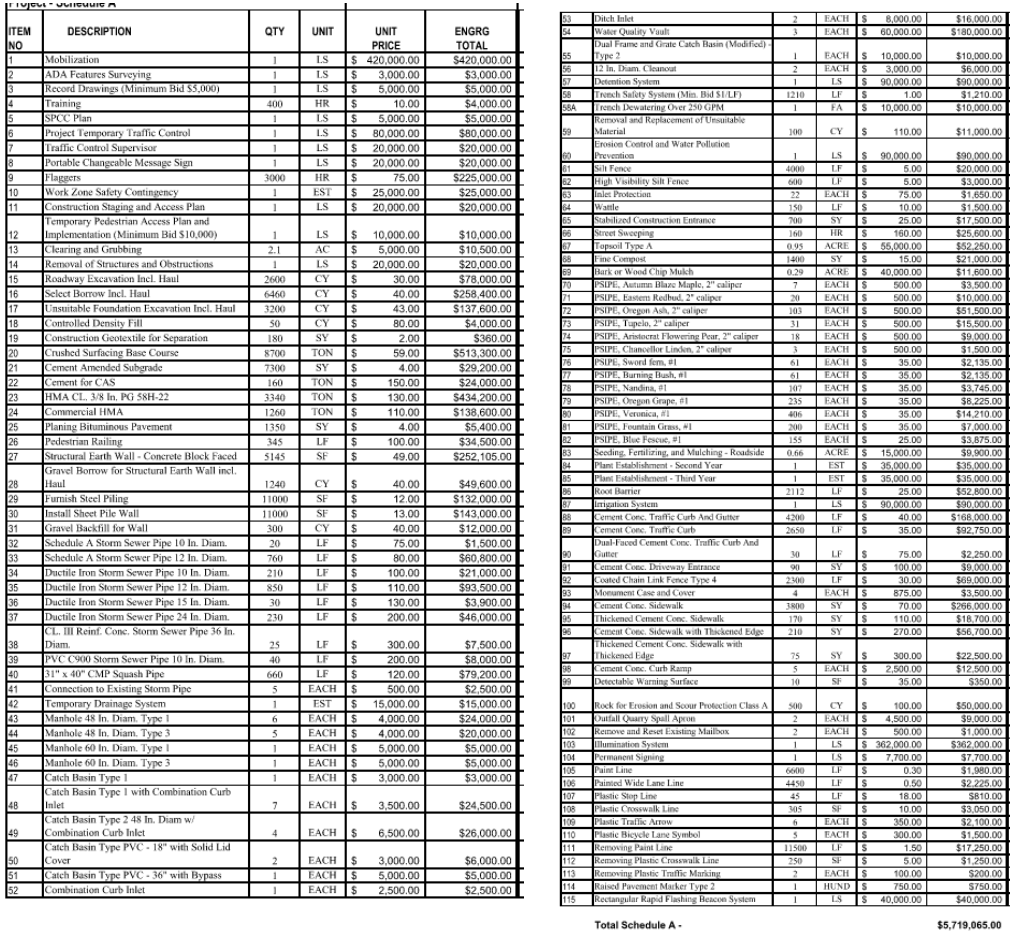
| Linear Foot Cost Template | UNITS | | UNIT COSTS | ESTIMATED COST | C-to-C+Storm Cost |
|---|---|---|---|---|---|
| Remove Pavement | 96,000 | SF | $ 0.33 | $ 31,680 | $ 31,680 |
| Clear & Grub | 76,800 | SF | $ 0.25 | $ 19,200 | $ 19,200 |
| Remove Curb | 0 | LF | $ 10.00 | $ - | |
| Remove Sidewalk | 0 | SF | $ 1.50 | $ - | |
| Grading | 76,800 | SF | $ 1.25 | $ 96,000 | $ 96,000 |
| Pavement | 120,000 | SF | $ 8.00 | $ 960,000 | $ 960,000 |
| Sidewalk | 28,800 | SF | $ 4.00 | $ 115,200 | |
| Curb & Gutter | 4,800 | LF | $ 14.00 | $ 67,200 | $ 67,200 |
| Landscaping | 4,800 | LF | $ 12.00 | $ 57,600 | |
| Wall | - | LF | $ 120.00 | $ - | |
| Lighting | 2,400 | LF | $ 105.00 | $ 252,000 | |
| Full Drainage | 2,400 | LF | $ 100.00 | $ 240,000 | $ 240,000 |
| Drainage Modifications | | LF | $ 25.00 | $ - | $ - |
| Driveway Adjustments | - | Driveways | $ 2,000.00 | $ - | |
| Traffic Signal | - | Unit | $ 150,000.00 | $ - | |
| Signing and Striping | 9,600 | LF | $ 1.50 | $ 14,400 | $ 14,400 |
| SUBTOTAL | | | | $ 1,853,280 | $ 1,428,480 |
| Traffic Control | | | 5% | $ 92,664 | $ 71,424 |
| Mobiliization | | | 10% | $ 185,328 | $ 142,848 |
| Design/Administration/Management | | | 15% | $ 277,992 | $ 214,272 |
| Contingency | | | 20% | $ 370,656 | $ 285,696 |
| Project Development | | | 5% | $ 92,664 | $ 71,424 |
| Sales Tax | | | 0.0% | $ - | $ - |
| **PROJECT COST:** | | | | **$ 2,872,584** | **$ 2,214,144** |

***DKS** Associates*
5/7/2012 9:35

- 38th Ave (Parker to Dahlia)
- Cost estimate completed in 2012
  - $2.2M-$2.8M
  - Annual adjustment factor 1.039
  - Costs in 2024 $3.5M-$4.4M
- Finalized Construction in 2026
  - Design : $466,000
  - ROW : 167,235
  - Construction : $6,710,604

# Cost Estimates – Planning Level Evolution

- Estimates based on early planning level assumptions
  - Example: TSP last updated 2012
  - Project estimates and TIF amounts may be several years old
- Regulatory and permitting requirements change
- Design standards and requirements evolve
- Market conditions and construction cost variations
- Project scope refined as design progresses
- Unknown site conditions (utilities, geotechnical, stormwater, etc.)



| ITEM NO | DESCRIPTION | QTY | UNIT | UNIT PRICE | ENGRG TOTAL |
|---|---|---|---|---|---|
| 1 | Mobilization | 1 | LS | $ 420,000.00 | $420,000.00 |
| 2 | ADA Features Surveying | 1 | LS | $ 3,000.00 | $3,000.00 |
| 3 | Record Drawings (Minimum Bid $5,000) | 1 | LS | $ 5,000.00 | $5,000.00 |
| 4 | Training | 400 | HR | $ 10.00 | $4,000.00 |
| 5 | SPCC Plan | 1 | LS | $ 5,000.00 | $5,000.00 |
| 6 | Project Temporary Traffic Control | 1 | LS | $ 80,000.00 | $80,000.00 |
| 7 | Traffic Control Supervisor | 1 | LS | $ 20,000.00 | $20,000.00 |
| 8 | Portable Changeable Message Sign | 1 | LS | $ 20,000.00 | $20,000.00 |
| 9 | Flaggers | 3000 | HR | $ 75.00 | $225,000.00 |
| 10 | Work Zone Safety Contingency | 1 | EST | $ 25,000.00 | $25,000.00 |
| 11 | Construction Staging and Access Plan | 1 | LS | $ 20,000.00 | $20,000.00 |
| 12 | Temporary Pedestrian Access Plan and Implementation (Minimum Bid $10,000) | 1 | LS | $ 10,000.00 | $10,000.00 |
| 13 | Clearing and Grubbing | 2.1 | AC | $ 5,000.00 | $10,500.00 |
| 14 | Removal of Structures and Obstructions | 1 | LS | $ 20,000.00 | $20,000.00 |
| 15 | Roadway Excavation Incl. Haul | 2600 | CY | $ 30.00 | $78,000.00 |
| 16 | Select Borrow Incl. Haul | 6460 | CY | $ 40.00 | $258,400.00 |
| 17 | Unsuitable Foundation Excavation Incl. Haul | 3200 | CY | $ 43.00 | $137,600.00 |
| 18 | Controlled Density Fill | 50 | CY | $ 80.00 | $4,000.00 |
| 19 | Construction Geotextile for Separation | 180 | SY | $ 2.00 | $360.00 |
| 20 | Crushed Surfacing Base Course | 8700 | TON | $ 59.00 | $513,300.00 |
| 21 | Cement Amended Subgrade | 7300 | SY | $ 4.00 | $29,200.00 |
| 22 | Cement for CAS | 160 | TON | $ 150.00 | $24,000.00 |
| 23 | HMA CL. 3/8 In. PG 58H-22 | 3340 | TON | $ 130.00 | $434,200.00 |
| 24 | Commercial HMA | 1260 | TON | $ 110.00 | $138,600.00 |
| 25 | Planing Bituminous Pavement | 1350 | SY | $ 4.00 | $5,400.00 |
| 26 | Pedestrian Railing | 345 | LF | $ 100.00 | $34,500.00 |
| 27 | Structural Earth Wall - Concrete Block Faced | 5145 | SF | $ 49.00 | $252,105.00 |
| 28 | Gravel Borrow for Structural Earth Wall incl. Haul | 1240 | CY | $ 40.00 | $49,600.00 |
| 29 | Furnish Steel Piling | 11000 | SF | $ 12.00 | $132,000.00 |
| 30 | Install Sheet Pile Wall | 11000 | SF | $ 13.00 | $143,000.00 |
| 31 | Gravel Backfill for Wall | 300 | CY | $ 40.00 | $12,000.00 |
| 32 | Schedule A Storm Sewer Pipe 10 In. Diam. | 20 | LF | $ 75.00 | $1,500.00 |
| 33 | Schedule A Storm Sewer Pipe 12 In. Diam. | 760 | LF | $ 80.00 | $60,800.00 |
| 34 | Ductile Iron Storm Sewer Pipe 10 In. Diam. | 210 | LF | $ 100.00 | $21,000.00 |
| 35 | Ductile Iron Storm Sewer Pipe 12 In. Diam. | 850 | LF | $ 110.00 | $93,500.00 |
| 36 | Ductile Iron Storm Sewer Pipe 15 In. Diam. | 30 | LF | $ 130.00 | $3,900.00 |
| 37 | Ductile Iron Storm Sewer Pipe 24 In. Diam. | 230 | LF | $ 200.00 | $46,000.00 |
| 38 | CL. III Reinf. Conc. Storm Sewer Pipe 36 In. Diam. | 25 | LF | $ 300.00 | $7,500.00 |
| 39 | PVC C900 Storm Sewer Pipe 10 In. Diam. | 40 | LF | $ 200.00 | $8,000.00 |
| 40 | 31" x 40" CMP Squash Pipe | 660 | LF | $ 120.00 | $79,200.00 |
| 41 | Connection to Existing Storm Pipe | 5 | EACH | $ 500.00 | $2,500.00 |
| 42 | Temporary Drainage System | 1 | EST | $ 15,000.00 | $15,000.00 |
| 43 | Manhole 48 In. Diam. Type 1 | 6 | EACH | $ 4,000.00 | $24,000.00 |
| 44 | Manhole 48 In. Diam. Type 3 | 5 | EACH | $ 4,000.00 | $20,000.00 |
| 45 | Manhole 60 In. Diam. Type 1 | 1 | EACH | $ 5,000.00 | $5,000.00 |
| 46 | Manhole 60 In. Diam. Type 3 | 1 | EACH | $ 5,000.00 | $5,000.00 |
| 47 | Catch Basin Type 1 | 1 | EACH | $ 3,000.00 | $3,000.00 |
| 48 | Catch Basin Type 1 with Combination Curb Inlet | 7 | EACH | $ 3,500.00 | $24,500.00 |
| 49 | Catch Basin Type 2 48 In. Diam w/ Combination Curb Inlet | 4 | EACH | $ 6,500.00 | $26,000.00 |
| 50 | Catch Basin Type PVC - 18" with Solid Lid Cover | 2 | EACH | $ 3,000.00 | $6,000.00 |
| 51 | Catch Basin Type PVC - 36" with Bypass | 1 | EACH | $ 5,000.00 | $5,000.00 |
| 52 | Combination Curb Inlet | 1 | EACH | $ 2,500.00 | $2,500.00 |
| 53 | Ditch Inlet | 2 | EACH | $ 8,000.00 | $16,000.00 |
| 54 | Water Quality Vault | 3 | EACH | $ 60,000.00 | $180,000.00 |
| 55 | Dual Frame and Grate Catch Basin (Modified) - Type 2 | 1 | EACH | $ 10,000.00 | $10,000.00 |
| 56 | 12 In. Diam. Cleanout | 2 | EACH | $ 3,000.00 | $6,000.00 |
| 57 | Detention System | 1 | LS | $ 90,000.00 | $90,000.00 |
| 58 | Trench Safety System (Min. Bid $1/LF) | 1210 | LF | $ 1.00 | $1,210.00 |
| 58A | Trench Dewatering Over 250 GPM | 1 | FA | $ 10,000.00 | $10,000.00 |
| 59 | Removal and Replacement of Unsuitable Material | 100 | CY | $ 110.00 | $11,000.00 |
| 60 | Erosion Control and Water Pollution Prevention | 1 | LS | $ 90,000.00 | $90,000.00 |
| 61 | Silt Fence | 4000 | LF | $ 5.00 | $20,000.00 |
| 62 | High Visibility Silt Fence | 600 | LF | $ 5.00 | $3,000.00 |
| 63 | Inlet Protection | 22 | EACH | $ 75.00 | $1,650.00 |
| 64 | Wattle | 150 | LF | $ 10.00 | $1,500.00 |
| 65 | Stabilized Construction Entrance | 700 | SY | $ 25.00 | $17,500.00 |
| 66 | Street Sweeping | 160 | HR | $ 160.00 | $25,600.00 |
| 67 | Topsoil Type A | 0.95 | ACRE | $ 55,000.00 | $52,250.00 |
| 68 | Fine Compost | 1400 | SY | $ 15.00 | $21,000.00 |
| 69 | Bark or Wood Chip Mulch | 0.29 | ACRE | $ 40,000.00 | $11,600.00 |
| 70 | PSIPE, Autumn Blaze Maple, 2" caliper | 7 | EACH | $ 500.00 | $3,500.00 |
| 71 | PSIPE, Eastern Redbud, 2" caliper | 20 | EACH | $ 500.00 | $10,000.00 |
| 72 | PSIPE, Oregon Ash, 2" caliper | 103 | EACH | $ 500.00 | $51,500.00 |
| 73 | PSIPE, Tupelo, 2" caliper | 31 | EACH | $ 500.00 | $15,500.00 |
| 74 | PSIPE, Aristocrat Flowering Pear, 2" caliper | 18 | EACH | $ 500.00 | $9,000.00 |
| 75 | PSIPE, Chancellor Linden, 2" caliper | 3 | EACH | $ 500.00 | $1,500.00 |
| 76 | PSIPE, Sword fern, #1 | 61 | EACH | $ 35.00 | $2,135.00 |
| 77 | PSIPE, Burning Bush, #1 | 61 | EACH | $ 35.00 | $2,135.00 |
| 78 | PSIPE, Nandina, #1 | 107 | EACH | $ 35.00 | $3,745.00 |
| 79 | PSIPE, Oregon Grape, #1 | 235 | EACH | $ 35.00 | $8,225.00 |
| 80 | PSIPE, Veronica, #1 | 406 | EACH | $ 35.00 | $14,210.00 |
| 81 | PSIPE, Fountain Grass, #1 | 200 | EACH | $ 35.00 | $7,000.00 |
| 82 | PSIPE, Blue Fescue, #1 | 155 | EACH | $ 25.00 | $3,875.00 |
| 83 | Seeding, Fertilizing, and Mulching - Roadside | 0.66 | ACRE | $ 15,000.00 | $9,900.00 |
| 84 | Plant Establishment - Second Year | 1 | EST | $ 35,000.00 | $35,000.00 |
| 85 | Plant Establishment - Third Year | 1 | EST | $ 35,000.00 | $35,000.00 |
| 86 | Root Barrier | 2112 | LF | $ 25.00 | $52,800.00 |
| 87 | Irrigation System | 1 | LS | $ 90,000.00 | $90,000.00 |
| 88 | Cement Conc. Traffic Curb And Gutter | 4200 | LF | $ 40.00 | $168,000.00 |
| 89 | Cement Conc. Traffic Curb | 2650 | LF | $ 35.00 | $92,750.00 |
| 90 | Dual-Faced Cement Conc. Traffic Curb And Gutter | 30 | LF | $ 75.00 | $2,250.00 |
| 91 | Cement Conc. Driveway Entrance | 90 | SY | $ 100.00 | $9,000.00 |
| 92 | Coated Chain Link Fence Type 4 | 2300 | LF | $ 30.00 | $69,000.00 |
| 93 | Monument Case and Cover | 4 | EACH | $ 875.00 | $3,500.00 |
| 94 | Cement Conc. Sidewalk | 3800 | SY | $ 70.00 | $266,000.00 |
| 95 | Thickened Cement Conc. Sidewalk | 170 | SY | $ 110.00 | $18,700.00 |
| 96 | Cement Conc. Sidewalk with Thickened Edge | 210 | SY | $ 270.00 | $56,700.00 |
| 97 | Thickened Cement Conc. Sidewalk with Thickened Edge | 75 | SY | $ 300.00 | $22,500.00 |
| 98 | Cement Conc. Curb Ramp | 5 | EACH | $ 2,500.00 | $12,500.00 |
| 99 | Detectable Warning Surface | 10 | SF | $ 35.00 | $350.00 |
| 100 | Rock for Erosion and Scour Protection Class A | 500 | CY | $ 100.00 | $50,000.00 |
| 101 | Outfall Quarry Spall Apron | 2 | EACH | $ 4,500.00 | $9,000.00 |
| 102 | Remove and Reset Existing Mailbox | 2 | EACH | $ 500.00 | $1,000.00 |
| 103 | Illumination System | 1 | LS | $ 362,000.00 | $362,000.00 |
| 104 | Permanent Signing | 1 | LS | $ 7,700.00 | $7,700.00 |
| 105 | Paint Line | 6600 | LF | $ 0.30 | $1,980.00 |
| 106 | Painted Wide Lane Line | 4450 | LF | $ 0.50 | $2,225.00 |
| 107 | Plastic Stop Line | 45 | LF | $ 18.00 | $810.00 |
| 108 | Plastic Crosswalk Line | 305 | SF | $ 10.00 | $3,050.00 |
| 109 | Plastic Traffic Arrow | 6 | EACH | $ 350.00 | $2,100.00 |
| 110 | Plastic Bicycle Lane Symbol | 5 | EACH | $ 300.00 | $1,500.00 |
| 111 | Removing Paint Line | 11500 | LF | $ 1.50 | $17,250.00 |
| 112 | Removing Plastic Crosswalk Line | 250 | SF | $ 5.00 | $1,250.00 |
| 113 | Removing Plastic Traffic Marking | 2 | EACH | $ 100.00 | $200.00 |
| 114 | Raised Pavement Marker Type 2 | 1 | HUND | $ 750.00 | $750.00 |
| 115 | Rectangular Rapid Flashing Beacon System | 1 | LS | $ 40,000.00 | $40,000.00 |
| | Total Schedule A - | | | | $5,719,065.00 |

# Cost Estimates – Planning Level Varies by Project

- Smaller projects may rely on high-level planning assumptions
- Larger or higher-risk projects may include more detailed early analysis
- Some “planning-level” estimates may include partial design (e.g., ~15%)
- Level of effort depends on:
  - Project size and complexity
  - Risk and unknowns
  - Funding or grant requirements

# Project Funding

- Development Contributions
  - Traffic Impact Fees (TIF)
  - Park Impact Fees (PIF)
  - System Development Charges (SDCs)
- Utility Rates
- Taxes
- Grants (Federal/State)
- Bonds
- Loans
- Reserves

# Project Prioritization

- Funding Availability (Grants, Bonds, Loans, etc.)
  - Grant competitiveness
- Regulatory Requirements
- Operational Needs
- Council Direction & Community Input
- Public Safety
- Timing and Constructability
- Staff Workload/Capacity

# Cost Estimates – Grant Level

- Estimates are refined prior to pursue major funding (grants)
- Additional effort may include:
  - Updated quantities or assumptions
  - More defined scope
  - Review of permitting or standards
  - Consultant assistance
- Include additional engineering or design work
- Improve competitiveness for funding

# Cost Estimates – Grant Level (Example)


- Priority project for a City
- Roadway near a park with water access, wanted to create on street parking
- Hired consultant to assist with grant estimate
- Total project cost $4,342,294
  - Design - $441,589
  - Construction Management - $220,795
  - Construction - $3,679,910
- Design costs nearly doubled, and construction costs escalated
- ROW impacts, permitting constraints, tree removals, storm improvements

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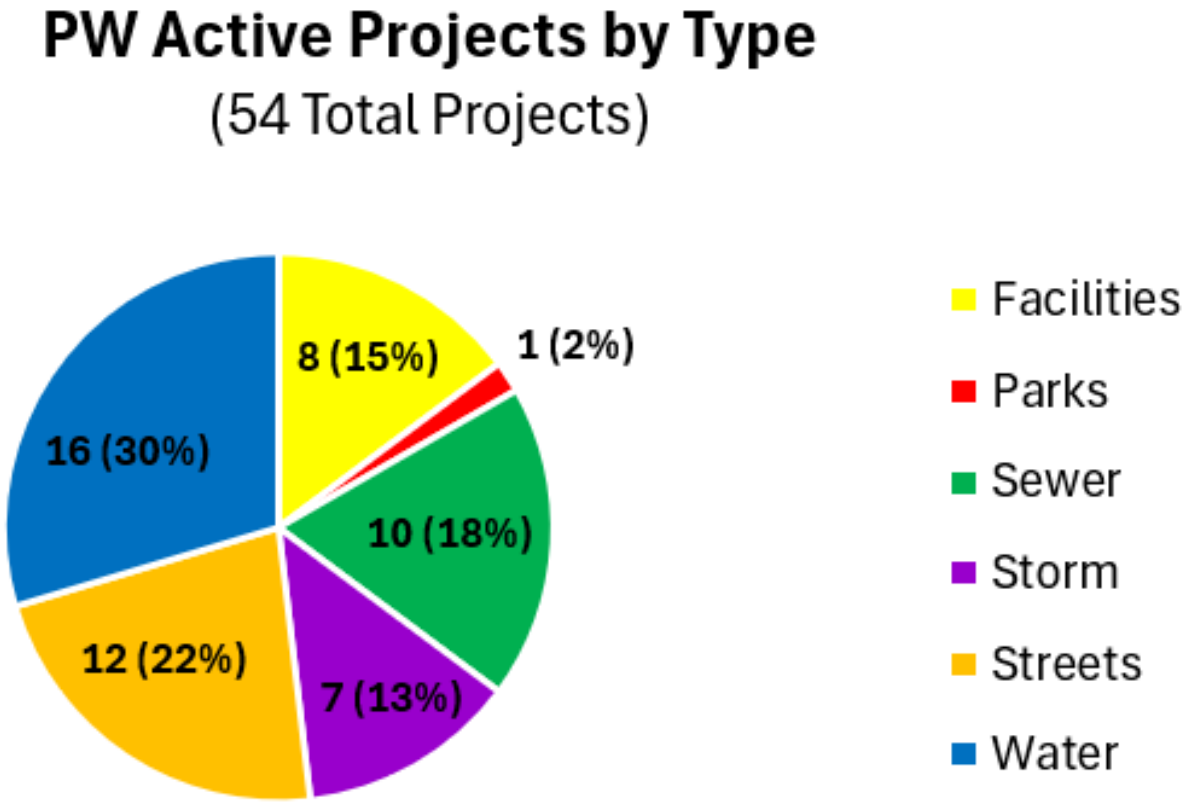
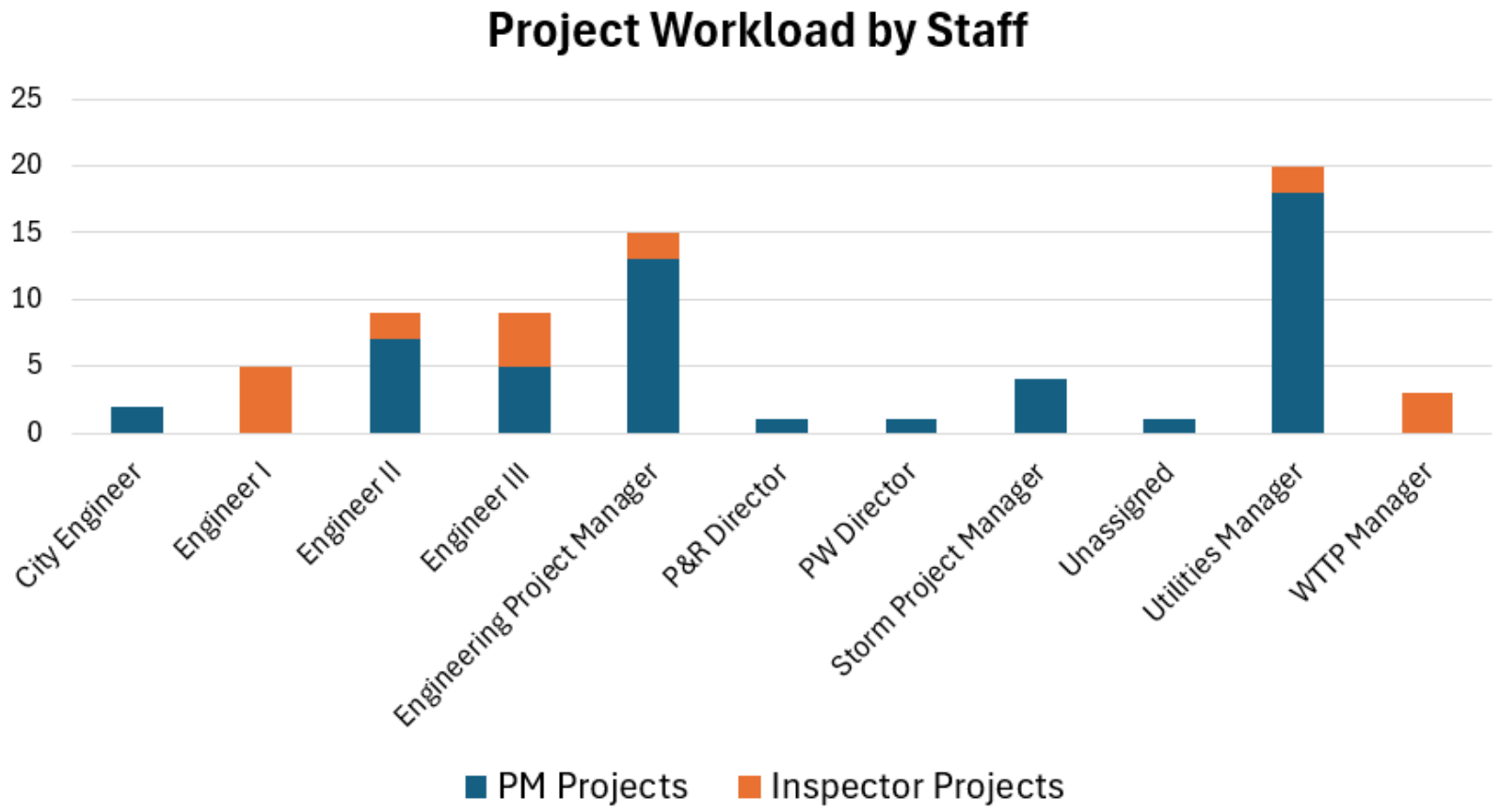
# PW Active Projects



# PW Project Workload



# Project Management Capacity

- Large/complex projects: 1-2 per PM
- Moderate projects: 3-5 per PM
- Small/routine projects: 7-10 per PM
- Capacity Varies
  - Permitting and regulatory requirements
  - Coordination (utilities, agencies, stakeholders)
  - Grant administration and reporting
  - Tracking project data, quantities, and project costs
  - Construction support and inspection

# Design – Why Consultants

- Staff capability is less complex projects
  - ADA Ramps / Sidewalks / simple utility improvements
- Large or more complex projects require specialized expertise
- Helps manage workload across multiple active projects
- Some projects require specialized analysis, technical capabilities, or specialized trades
- Helps maintain project schedules and meet funding timelines

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# Project Delivery – Staff and Consultant Roles

- City Staff (Lead and Responsible for Project Delivery)
  - Project management and oversight
  - Coordination with utilities and stakeholders
  - Review and approval of design plans
  - Inspection (when consultant not used)
  - Contract administration
  - Invoice processing
  - Grant administration and reporting
  - Interagency coordination
- Consultants (Support for PS&E)
  - Design of plans
  - Cost estimating
  - Specifications
  - Environmental and permitting support
  - Construction inspection (when needed)

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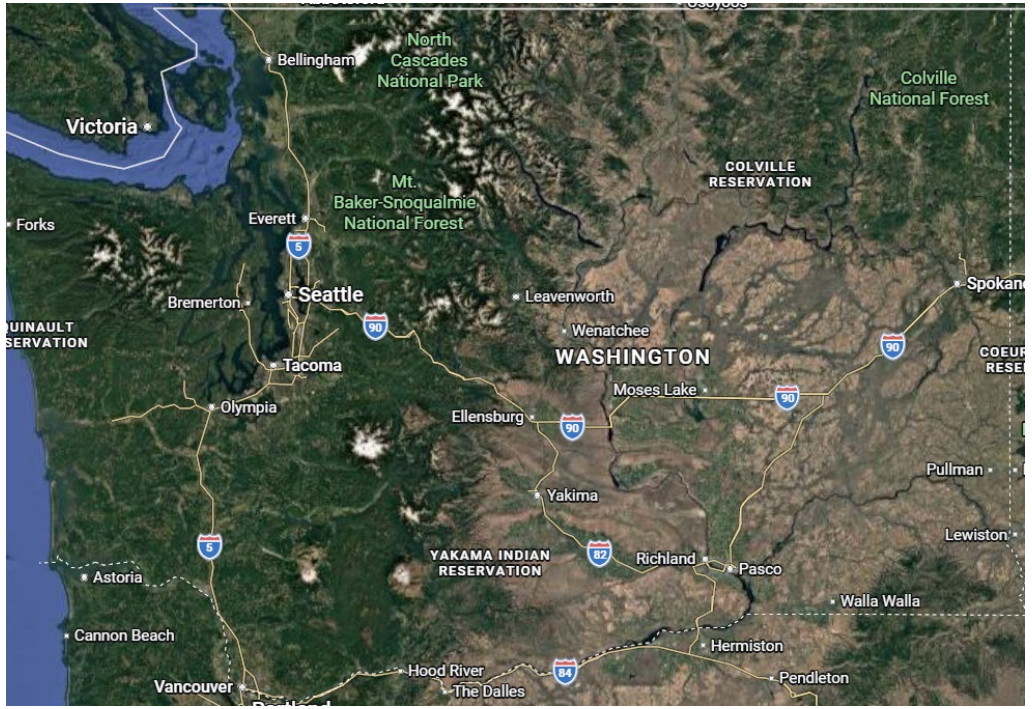
# Consultant Selection – Washington State Law

- State law requires consultant selection based on qualifications, not price
- Price is not considered during initial selection
- Governed by RCW 39.80
- Process is called Qualification-Based Selection (QBS)



# Consultant Selection – RFQ

- City prepares a Request for Qualifications (RFQ)
  - Project description and statement of need
  - Background and relevant project information
  - General scope of work and expected deliverables
  - Project schedule and key milestones
  - Funding sources and applicable requirements
  - Evaluation criteria and rating system
  - Required qualifications, experience, and references

# Consultant Selection – Evaluation Process

**Evaluation Criteria**

The following criteria will be considered in evaluating each proposal.

| Criteria | Weight |
|---|---|
| Completeness of response to the RFQ requirements | Pass/Fail |
| Qualifications and Experience | 25% |
| Similar Projects | 35% |
| Approach to Project | 30% |
| General (References, clarity, and overall quality of proposal) | 10% |

**Evaluation Process:**

Submittals will be evaluated and ranked on the following criteria:

| | |
|---|---|
| Company Design Experience and Past Performance on Similar Projects | (30%) |
| Experience and Qualifications of Project Team | (25%) |
| Technical Approach to Project | (25%) |
| Quality Assurance and Quality Control Procedures | (10%) |
| Ability to Meet Schedule | (10%) |

- Firms submit statements of qualifications (SOQs)
- No cost proposals allowed to be included
- Proposals can range in page count; usually specified in RFQ for max limit
- Evaluated based on criteria such as:
  - Experience and project team
  - Project approach and understanding
  - Similar project experience
  - Availability and capacity
  - References
- Evaluate and score proposals using established criteria in RFQ
- Interviews may be conducted (if needed)

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# Consultant Selection – Fee Negotiation

- Scope and fee are negotiated after consultant is selected
  - Initial meeting to align on scope and expectations
- Design costs based on:
  - Project scope and complexity
  - Level of effort (hours/staffing)
  - Initial planning level estimates
- City Reviews
  - Scope alignment with project
  - Hours and rates
  - Comparable past projects or costs
- If agreement cannot be reached
  - Negotiations are ended
  - Next ranked firm is contacted for negotiation
- Construction Management Services
  - Typically not included in initial design scope
  - May be added later based on project needs and staffing

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# Consultant Selection – Procurement Methods

- Municipal Research and Services Center (MRSC) guidance allows use of consultant rosters for projects up to $350,000

| Threshold | Current Policy | Proposed Update |
|---|---|---|
| $0 – $25,000 | MRSC roster (select 1–3 firms) | Direct selection based on qualifications and past performance |
| $25,000 – $50,000 | Informal competition (5 firms MRSC Roster) | Direct selection (threshold increased to $50,000) |
| $50,000 – $100,000 | Formal Bidding | Informal competition (solicit 3–5 qualified consultants) |
| Over $100,000 | Formal Bidding | Informal competition up to MRSC limit ($350,000); formal solicitation above that amount |

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# Design – Consultant Contract Types

- Cost plus fixed fee (most common)
  - Pay actual costs (labor, overhead, expenses)
  - Plus a fixed fee for profit
- Lump Sum (Fixed Price)
  - Total cost set up front
  - Works best when scope clearly defined
  - Less flexible when scope changes
- On-Call / Task Order Contracts
  - Used for ongoing or smaller projects
  - Work assigned through task orders
  - May include multiple firms (rotated)
  - Helps streamline consultant procurement process

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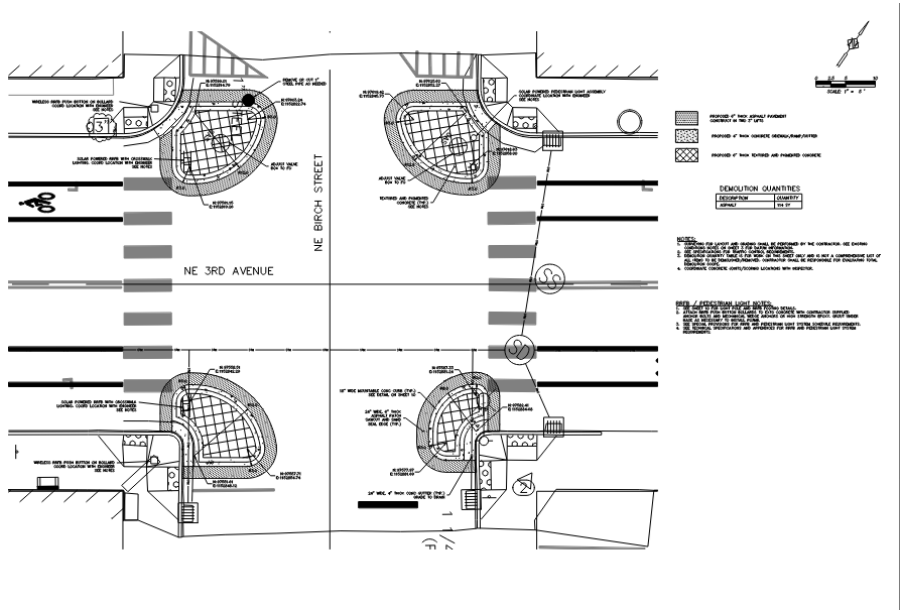
# Design – Consultant Contract NTE & Amendments

- Consultant contracts include a not-to-exceed (NTE) amount
  - Consultant cannot exceed this amount without approval
  - Additional cost requires a formal amendment
  - Work is billed based on hours and expenses
- Amendments
  - Scope changes or expands
  - Additional work is needed
  - Unknown conditions are identified
  - Common to have on projects
- City resolution 25-006
  - Establishes contract approval thresholds and authority
  - All engineering contract amendments require Council approval regardless of amount
  - Construction contracts are allowed change orders up to 10% without Council approval

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# Why Amendments Occur

- Amendments are normal part of project delivery
- Minor adjustments may be managed within existing scope before an amendment is needed
- Projects begin with planning level assumptions
  - Scope is refined as design progresses
- Additional work/cost must be justified and approved
- Amendments ensure:
  - Work is properly authorized
  - Scope and budget remain transparent
  - City maintains control over changes

# Personal Service vs A&E

- Services that support City operations but not engineering design
- Typically have well defined scope
- Selection considers bot qualifications and cost
- Examples
  - Legal services
  - IT and software purchases
  - Financial and rate studies
  - Planning and feasibility studies
  - Public outreach and communications
  - Grant writing and support

# Construction –Procurement

- Awarded based on lowest responsive bidder
- Bid after plans and specs are complete and work is known scope defined
- Bids are based on quantities defined in the bid schedule
- Advertised publicly with sealed bids
- Supplemental bidder criteria may be used
- Construction costs vary based on market conditions
- Differs from A&E, which are selected based on qualifications

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# Construction – Contracts

- Contracts include a base bid amount based on defined quantities
- Contractor bid prices are valid for a limited time after bid
- Contracts include a contingency (typically ~10%) to address changes
- Work is measured using working days or contract time
- Include liquidated damages for delays
- Retention is held until project completion
- Include a warranty period after construction


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# Construction – Change Orders

- Change orders address:
  - Unforeseen conditions
  - Items outside original bid scope
- Per Resolution 25-006 – Change orders up to 10% may be approved administratively before returning to council

# Staff Training & Oversight

- Procurement policy outlines required processes and procedures
- Training is supported through:
  - On the job training and manager oversight
  - State and federal procurement trainings
  - MRSC guidance and updates
- Managers are expected to understand and apply procurement requirements
- Recent audit of projects (consultant and construction)
  - Indicated processes functioning well (all formal bids audited)
- Opportunity to develop SOP or checklist to ensure consistency in reviews
- Procurement staff changes will help improve consistency, compliance, and support


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# Items to Consider

- Consultant Contract Amendments
  - Consider allowing amendments up to a % within approved contract amount without returning to council
- Budget vs Contract Authority
  - If a project budget is approved, consider allowing execution of contracts and amendments within that budget under administrative authority
- Contract Authority Increase
  - A&E contracts over $75,500 come to council

# Discussion / Questions

- When items should go to workshop verse City Council
- What level of detail does council want to see on staff reports or workshop presentations?
- Authority and efficiency considerations