

COBURG CITY COUNCIL ISSUE ITEM



TOPIC: Contract: Engineer Services

Meeting Date: August 8, 2023

Staff Contact: Anne Heath, City Administrator (Retiring August 31, 2023)

Contact: 541-682-7871, anne.heath@ci.coburg.or.us

REQUESTED COUNCIL ACTION

Consider approval of engineering contract.

RECOMMENDED MOTION: "I move to approve the engineering contract between Coburg and Branch Engineering, LLC."

BACKGROUND

Branch Engineering, LLC. (Branch) has been the City's Engineer of Record as far back as 2012.

Over the year, Branch has maintained high quality of work, good working relationships with City staff and the public, and has maintained comparable rates.

It is recommended that Branch continue to be the City's Engineer of Record. Attached is the draft contract, scope of work, and rate schedule.

One work task worth noting is the Water Master Plan projects are part of the scope of this project. Language regarding the work of the water project is specific to Business Oregon Requirements for funded projects.

RATE INCREASES

As with all industries, Branch has had to consider rate adjustments due to the considerable increases in the cost of doing business. Branch has raised their rates over the past few years to other customers, but has not raised Coburg's rates.

The rate increases include a 25% increase on current projects in process, and a 40% increase on any new projects that begin under this contract.

RECOMMENDATION AND ALTERNATIVES

1. Take no action. If the Council chooses this step, the existing contract will be expired. City Council can choose to not renew the contract with Branch and go out for an RFP for Engineering Services. The City will not have an engineer under contract.
 2. Adopt an amended contract. Next steps would vary based on the amendment adopted by Council.
 3. Approve contract as drafted. The contract would become effective as of the date of signing for one year with the ability to renew annually when agreed upon by both parties.
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BUDGET / FINANCIAL IMPACT

The estimated cost for Branch engineering services in FY 23-24 is \$300,000. The limit to the contract as it pertains to the Water Master Project is \$1,500,000. Water Master Projects are multi-year projects and timing of each project depends on the design, bid process, and complexity of the project at hand. The budget is a not-to-exceed should all projects happen in one fiscal year.

CURRENT PROJECTS

- Pavilion Park Upgrade
- Macy, Harrison and North Willamette Street Preservation/Reconstruction
- Annual Street Preservation Planning and Design
- Collector Street Project
- Public Works Operations Center
- Water Master Project
- Storm Water Master Plan
- Water Conservation Plan
- Premier RV Septic Tank Replacement

PUBLIC INVOLVEMENT

There has been no public involvement for this issue item.

NEXT STEPS

The next steps would be to implement the contract.

ATTACHMENTS

- A. Draft Coburg – Engineering Services Contract
 - B. 2023 Rates
 - C. Coburg Project List
 - D. 2019 Rates
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REVIEWED

City Attorney
Business Oregon
Branch Engineering

