



# COBURG CITY COUNCIL

## ACTION ITEM

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### Bid Award and Contract Authorization for Engineer of Record

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Meeting Date	Staff Contact	Email
June 11, 2024	Adam Hanks, City Administrator Brian Harmon, Public Works Director	<a href="mailto:Adam.Hanks@ci.coburg.or.us">Adam.Hanks@ci.coburg.or.us</a> <a href="mailto:Brian.Harmon@ci.coburg.or.us">Brian.Harmon@ci.coburg.or.us</a>

#### REQUESTED COUNCIL ACTION

Staff requests Council, acting as the Local Contract Review Board, review the Request for Proposal (PRF) process utilized to accept bids for the City of Coburg’s Engineer of Record and also formally accept the recommend bid award of the RFP to Branch Engineering Inc. and authorize the City Administrator to complete and execute the contract consistent with the draft contract contained in the attached RFP packet.

#### Suggested Motion

*I move to award the Engineer of Record bid to Branch Engineering, Inc and authorize the City Administrator to complete and execute the associated contract for professional services with Branch Engineering Inc.*

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#### BACKGROUND

The City of Coburg has utilized the services of Branch Engineering for many years as its formal Engineer of Record, which has included a full array of engineering services including design, bidding, permitting management, inspections of nearly all City capital projects, as well as development of a number of master plans and similar regulatory manuals and plans, such as the Storm Water Master Plan and the Water Conservation & Management Plan. Branch Engineering also supports City staff in the public infrastructure elements of the land use development review and construction process for new development and construction within Coburg.

With the current contract expiring at the end of the fiscal year (June 30, 2024), City staff, with direction from Council, developed a formal Requests for Proposals bid package in collaboration with the Lane Council of Governments Legal staff that was published April 26, 2024.

Staff ensured the RFP was known within the engineering services business community by notifying all firms within a 100 mile radius of Coburg. The RFP generated a solid plan holder list and ultimately resulted in two formal submittals at the May 28, 2024 deadline; Civil West Engineering Services Inc (“Civil West”) and Branch Engineering Inc (“Branch”).

Attachment A of the RFP provides the Description of Services Required and Attachment D provides a description of the Selection Procedure and Scoring utilized by the selection committee to review, score and rank the submittals that resulted in the Notice of Intent to Award to Branch. Scoring categories included Qualifications (30), Areas of Expertise (30), Capacity (10), References (10) and Rates (20)

Selection Process

The Selection Committee comprised of three City staff, the Mayor and one City Councilor. Due to scheduling challenges, the final scoring and recommendation was completed with three staff and the Mayor, resulting in a unanimous recommendation for Branch. While individual scoring results varied slightly, both submittals received strong consideration with the overall scoring favoring Branch over Civil West.

	Branch	Civil West
Reviewer 1	83	92
Reviewer 3	90	90
Reviewer 4	96	86
Reviewer 5	93	91
TOTAL	362	359
<b>Average</b>	<b>90.5</b>	<b>89.75</b>

As noted in the scoring allocation listed above, while rates are an important consideration in the selection process, it comprised only 20% of the overall scoring with a more significant emphasis on qualifications and areas of expertise.

Council Role

In its role as Local Contract Review Board, the focus of the review and subsequent bid award relates primarily to verification that the procurement process was followed to ensure that all prospective and actual bidders had equal opportunity and treatment throughout the process to be considered for the services/role being bid. Council also should be reviewing the process to ensure that City funds are being effectively spent to maximize the value provided to the community. The role of the Local Contract Review Board is not necessarily to re-review or take the place of the selection committee, but to ensure the selection process was followed and

**RECOMMENDATION**

Staff recommends Council award the bid to Branch Engineering and direct the City Administrator to complete and execute the contract consistent with the contract template provided within the RFP document.

**BUDGET / FINANCIAL IMPACT**

Engineering services are a critical and highly technical aspect of the City’s core services of infrastructure maintenance, improvements and replacement over time. While hourly billing is the most readily available metric for tracking expenditures, a more broad and longer time horizon assessment must be undertaken to gauge the value in terms of efficiency in supporting City staff in operations, forward looking public improvement that incorporates cost effective long term maintenance efficiency and extends life cycle replacement needs.

The decision to use the RFP process to solicit interest and bids from the marketplace provides the City with an understanding of the current billing costs associated with providing the services necessary to meet the current and future needs of the organization and the community.

It is incumbent on City staff to understand how to best utilize these third party contract resources to maximize their value while continuing to develop internal skill sets and broaden the organizational capacity to take on as many tasks and responsibilities as possible to augment the skills, expertise and certifications that Branch has available.

#### **PUBLIC INVOLVEMENT**

N/A

#### **NEXT STEPS**

Staff will complete and execute the contract and continue working on existing projects and developing workplans for projects in design and new projects identified in the adopted Capital Improvements Plan. Staff and Branch will also embark on several internal operations task relating to Public Works Infrastructure document management, project tracking systems/reporting and asset mapping/inventory work as time and funding allow.

#### **ATTACHMENTS**

1. Engineer of Record RFP