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MEMORANDUM

DATE:

TO: Kelly DiMartino, City Manager

^{DS}
KD _____

THROUGH: Gerry Paul, Purchasing Director
Caryn Champine, Director of PDT
Brad Buckman, City Engineer
Dana Hornkohl, Director Civil Engineering

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GP _____
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CC _____
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BBB _____
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DW _____

FROM: Dillon Willett, Civil Engineer III

RE: Recommendation to Extend Contract Term with Otak, Inc. for the Power Trail Grade Separation at Harmony for a Period Greater than Five Years

Executive Summary

The purpose of this memo is to seek approval to request Council's authorization by ordinance to extend the contract term with Otak, Inc. for the Power Trail Grade Separation at Harmony for a period greater than five (5) years.

Code Requirement

City Code Section 8-186(a) states that no contract for services or professional services, including all renewals, shall be made by the City for a period longer than five years, unless authorized by ordinance, which ordinance shall not be passed as an emergency ordinance.

Background

The City completed a competitive purchasing process and awarded a Professional Services Agreement Work Order Type to Otak, Inc. in July 2018 for the design of the Power Trail Grade Separation at Harmony. The City received six (6) proposals and Otak was deemed to be best qualified for the project.

The project was not completed within the five (5) year period due to delays from the COVID19 Pandemic, delays in securing funding, and staff turnover which resulted in alternatives reassessment of cost estimates for City utility relocations.

Exception Justification

It is in the best interest of the City, to extend the contract with Otak to complete the Power Trail Grade Separation at Harmony project because construction documentation is ninety (90) percent complete, and the project is scheduled to be publicly advertised for bid no later than March of 2025.

Readvertising for design consulting services would have significant impacts on both project cost and schedule at this point in the project delivery.

Financial Impact



No financial impact for extending the existing contract outside of already appropriated funding.

Recommendation

Recommend approval to request Council's authorization by ordinance to extend the contract term with Otak, Inc. for the Power Trail Grade Separation at Harmony for a period greater than five (5) years not to exceed a total of ten (10) years.