



REQUEST FOR COUNCIL ACTION

Title: City Engineer of Record Service Contract Authorization

Preferred Agenda: August 25, 2020

Submitted By: Trish Rice, Engineering Tech 2
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Reviewed By: Ray Towry, City Manager

Type of Action: Resolution ____ Motion X Roll Call ____ Other ____

Relevant Code/Policy: N/A

Towards Council Goal: 1.1 Develop specific steps for implementation of the adopted infrastructure master plans.
1.2 Increase community awareness of infrastructure needs and appropriate planning documents.

Attachments: Contract for City Engineer of Record Service

Purpose of this RCA:

Staff is requesting authorization to execute the attached contract for City Engineer of Record Service.

Background/Context:

The City previously contracted City Engineer services to Murraysmith. Due to staff turnover within Murraysmith, City staff desired to re-evaluate the consultant market to provide this service. The contract had an expiration date of July 23, 2020 and is now expired.

City Council authorized staff to solicit proposals for a new City Engineer of Record on May 26, 2020. Advertisements were placed on the City website, the Daily Journal of Commerce, and the New Era. The RFP closed on June 26, 2020 and we received 5 proposals:

- Reece & Associates
- Tetra Tech
- Keller Associates
- AKS Engineering & Forestry
- West Yost Associates

The City used a qualifications based selection (QBS) process as mandated for engineering contracts anticipated to exceed \$100,000 by ORS 279C.110. Pursuant to the QBS process, selection of the most qualified candidate was made without regard to the price of the services. A four-member staff committee scored and ranked each proposal using the criteria given in the RFP. The ranking is:

1. West Yost Associates of Lake Oswego, OR
2. Keller Associates Engineers & Planners, Inc. of Salem, OR
3. AKS Engineering & Forestry of Keizer, OR
4. Tetra Tech of Portland, OR
5. Reece & Associates of Albany, OR

Only after selection of the most qualified candidate did the City enter contract negotiations with said candidate for the price of the services. City staff teleconferenced with West Yost Associates as the highest-ranked proposer and have tentatively agreed to the attached contract document. The proposed duration of a new contract is 1 year with the option to extend another 3 years, for a total of 4 years possible.

West Yost is primarily a water resources firm specializing in drinking water, wastewater, groundwater, and stormwater. They have assembled a strong team of subconsultants to provide complete engineering services including Civil West Engineering of Albany (to provide transportation design) and The Automation Group of Eugene (to provide SCADA integration services). The core project team will include staff from West Yost and Civil West.

This will not affect Murraysmith's contract for the Wastewater Treatment Plant design.

The Challenge/Problem:

How do we work with stakeholders to maintain city operations at the voter's expected level of service within budget restraints and being fiscally responsible?

Stakeholders:

- City Residents. Residents are the customers who deserve good service with the highest return on their taxes and fees that we can provide, and who trust the City to maintain their infrastructure systems at a high level of service.
- Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible at the lowest possible cost. They must balance leadership with representation.
- Public Works Department Staff. Capital projects reduce the quantity of ongoing repair work by replacing old, broken infrastructure that is beyond its serviceable lifespan. The lack of capacity to get capital projects designed and constructed leads to increased costs and staff time spent fixing leaks and fighting with system inefficiencies. Staff will also benefit from the expertise of a new City Engineer who can review and suggest improvements to our codes, construction standards, and policies, and who can assist with day to day operations upon request to alleviate demands on staff time.
- Management Team. Comprised of five department heads, each with a responsibility to the citizens and Mayor to run their day-to-day operations as efficiently as possible.
- Development Community. Developers and contractors are regulated by City codes, construction standards, and policies.

Issues and Financial Impacts:

The City Engineer of Record is based on an hourly rate of \$227/hr for key West Yost staff and \$165/hr for key Civil West staff. Most of the cost of the proposed contract will be associated with special projects which are likely to be assigned within the possible 4-year contract term. Engineering costs of each special project will be determined with individual quotes per project and will be funded by the corresponding project budget. For comparison, the City paid varying amounts between \$1,400-\$56,550 per year to Erwin Consulting from 2011-2017 and \$46,553.63 to Murraysmith for City Engineering services in FY2019-2020.

Elements of a Stable Solution:

Ability to provide engineering services and expand capacity in the Public Works Department to increase service, efficiently execute capital improvement projects, and update City codes, standards, and policies.

Options:

1. Execute the contract with West Yost Associates. Staff will execute the contract and begin prioritizing/assigning work orders to West Yost Associates within the approved budget.
2. Suggest revisions to the contract. Staff will continue negotiations with West Yost Associates to address Council's areas of concern and present a new draft to Council at a later date.
3. End negotiations with West Yost Associates and open negotiations with Keller Associates. Ending negotiations with a candidate is final. If this option is selected, the City is not permitted to resume negotiations with West Yost Associates.
4. Reject all proposals and re-issue the solicitation.
5. Cancel the solicitation and instruct staff to investigate other options.

Recommendation:

Staff recommends Option 1, Execute the contract with West Yost Associates. Staff will execute the contract and begin prioritizing/assigning work orders to West Yost Associates within the approved budget.

Staff will direct Murraysmith to complete and close out open projects (water distribution system modeling and review for deficiencies; and system development charge updates). Due to ORS-mandated public notice requirements on SDC updates, it is likely that the SDC update project will not be completed by July 23, however it is expected that enough progress will be made on it by then that staff could complete the remaining steps in-house or assign it to the prospective new consultant.