



REQUEST FOR COUNCIL ACTION

Title: City Engineer of Record contract extension

Preferred Agenda: September 14, 2021

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

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

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: West Yost fee schedule for 2021-2022
Contract for City Engineer of Record Service

Purpose of this RCA:

Staff is requesting Council consensus to extend the contract term with West Yost Associates for City Engineer of Record services for an additional three years.

Background/Context:

The City contracted with West Yost Associates for Engineer of Record services in September 2020 based on a qualifications-based selection process. The contract has an initial term of one year, with an option to extend it an additional three years. Staff are pleased with the work West Yost is doing for the City and wish to extend the contract term for another three years.

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 includes staff from West Yost and Civil West.

Current & ongoing design projects West Yost is working on for us include: Water Treatment Plant emergency generator; Water Treatment Plant pumping improvements; 2" water line replacements; Water Master Plan; Water System Emergency Response Plan; Stormwater Master Plan; street overlays; and miscellaneous general support such as localized flood evaluation and Project Falcon.

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, master plans, construction standards, and policies.

Issues and Financial Impacts:

Costs are based on an hourly fee schedule. West Yost has updated their fee schedule for 2021-2022, attached. The vast majority of the contract costs are associated with each specific project, with individual proposals submitted for each project, and funded by the corresponding project budget. Miscellaneous general support services are funded by the professional services budget.

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, master plans, standards, and policies.

Options:

1. Direct staff to extend the contract term for an additional three years. Staff will send a letter to West Yost to document the extended term. This will provide the best value to the City since we have established solid working relationships with the core project team and they have become familiar with the City’s assets and needs.
2. Direct staff to extend the contract term for less than an additional three years.
3. Do not extend the contract term. Not recommended. This would allow the contract to expire and the City will have to find another way to provide the services, whether by hiring another consultant or by increasing staff.

Recommendation:

Staff recommends Option 1, Direct staff to extend the contract term for an additional three years. Staff will send a letter to West Yost to document the extended term. This will provide the best value to the City since we have established solid working relationships with the core project team and they have become familiar with the City’s assets and needs.