



REQUEST FOR COUNCIL ACTION

Title: Request for Council Action – Contract Approval – On-Call Professional Engineering Services (Engineer of Record)

Preferred Agenda: November 12, 2024

Submitted By: Cecily Hope Pretty, Assistant City Manager Pro Tem

Reviewed By: Jason Ogden, City Manager Pro Tem

Type of Action: Resolution Motion Roll Call Other

Relevant Code/Policy: N/A

Towards Council Goal: Infrastructure, Be an Effective & Efficient Government, Essential Services

Attachments: Request for Proposal Scoring Matrix; Draft Contract

Purpose of this RCA:

To request Council approval of three on-call professional engineering services contracts to provide City Engineer of Record services.

Background/Context:

The City of Sweet Home does not currently have a staff engineer or City Engineer. The City has been utilizing a City Engineer of Record on a contractual basis. The most recent contract with West Yost Associates has been operating in holdover status since its expiration in September 2024.

Staff issued a Request for Proposals (RFP) which closed in August 2024. Out of four respondents, the evaluation committee selected three firms for award:

- Civil West Engineering
- The Dyer Partnership
- West Yost Associates

The Challenge/Problem:

The City has a need for engineering reviews and services across multiple projects. Rather than selecting a single firm, as has been done historically, the City has opted to select multiple on-call engineering firms. This will allow staff to familiarize themselves with multiple firms, learn each firm's strengths, and ultimately assign work according to the most qualified or available firm for the particular project.

Issues and Financial Impacts:

Professional services are already identified and accounted for in the annual budget. Fees for services will be charged to the appropriate funding source depending on the nature of the project and will be monitored at minimum monthly to ensure costs do not exceed what is available. This may require certain engineering projects to be prioritized by fiscal year.

Elements of a Stable Solution:

Timely approval of qualified RFP respondents to ensure continued engineering support for the City.

Options:

1. Do nothing: The current contract will continue to operate in holdover status and West Yost could choose to cease engineering services.
2. Direct staff to solicit additional firms for services.
3. Approve a portion of the recommended firms.
4. Approve all the recommended firms: Move to approve contracts with the engineering firms as proposed.

Recommendation:

Staff recommends option 4 – move to approve contracts with the engineering firms as proposed.