

# Council Agenda Statement

**Meeting Date:** December 16, 2025  
**To:** City Council  
**Through:** Jackie Wilde, City Manager  
**From:** Scott Korbe, Public Works Director  
**Agenda Item:** Contract Extension with CRW for In-Process Engineering Services



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## **BACKGROUND, JUSTIFICATION, & INTENT:**

The City issued a Request for Proposals (RFP) in June 2017 for Professional Engineering Services. The solicitation offered an initial term of three years with an option to extend for an additional two years (total five years). The City Council by motion, approved hiring CRW Engineering as the City's engineering firm, on June 20, 2017.

The City Council subsequently extended the CRW contract through December 31, 2025 via Resolution 2023-003. The City is in the process of advertising a Request for Proposals for engineering services which will establish a new contract for the successful engineering services proposer. In the meantime, the City does not wish to duplicate effort or cost, so we request Council authorization to continue utilizing CRW Engineering to construction projects for which the engineering has been previously authorized via task order or other authorizations to proceed.

The City anticipates continuing to work with CRW on the following projects which include, but are not limited to, the following projects which are in process: construction of Shotgun Cove Road, including construction administration and post-project survey and related efforts; Lift Station No. 5 and related 301H waiver and sludge testing, removal, and disposal; Water Well Replacement Project; City Park and playground; Whittier Core (design and engineering of Core roads, sidewalks, stormwater), Utility extension along Whittier Street, etc. potential boat launch ramp at Head of the Bay, and projects involving design/engineering of the Whittier Core road and stormwater system, Water Well Replacement and Automation project, and water/sewer design for service extensions along Whittier Street, among other various engineering projects.

CRW has provided excellent service to the City and has gained unique expertise in designing much of the utility infrastructure replacement projects for the City's water and utility system, the Shotgun Cove Road Project, City Park, and other important City projects. The Public Works Director recommends extending the professional services contract based on the firm's excellent work product, expertise with Whittier-specific infrastructure and needs, and CRW's reasonable costs.

The procurement of Professional Services is governed by Whittier Municipal Code 3.32.210 (D) which allows contract award to the agency "best qualified and shall be for an amount of compensation determined to be fair and reasonable" after interested parties submit their statement of qualifications to the purchasing office. Given that the City's Shotgun Cove Road, Well Field design and City Park projects, among others, are ongoing and it is not prudent to change engineering firms mid-project, the administration recommends extending the contract by an additional three years (to December 31, 2028).

**CONSISTENCY CHECKLIST:**

Yes No N/A

- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Comprehensive Plan: <i>Goals 1.3.1, 2, and 3; Goal 3.1, and Goal 4.1</i> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Whittier Code: <i>WMC 3.32.210(D) and 3.32.110(D) and (E)</i>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Other: City Council minutes June 20, 2017; RES 2023-003                  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**FISCAL NOTE:** This contract extension does not appropriate funds

**ATTORNEY REVIEW:**  Yes  No  Not Applicable

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**RECOMMENDATION:** Administration recommends Council approve a three-year contract extension with CRW Engineering.