



CITY COUNCIL MEETING STAFF REPORT

Meeting Date: July 21, 2025	Subject: Resolution No. 3207 A Resolution of the City of Wilsonville Approving Master Professional Services Agreements for On-Call Engineering Services and Related Services Staff Member: Amanda Guile-Hinman, City Attorney Department: Legal	
Action Required <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda	Advisory Board/Commission Recommendation <input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council adopt the Consent Agenda.		
Recommended Language for Motion: I move to adopt the Consent Agenda.		
Project / Issue Relates To:		
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable

ISSUE BEFORE COUNCIL:

Whether to approve a slate of consultants to provide on-call engineering and related services on an as-needed basis.

EXECUTIVE SUMMARY:

Since 2015, the City of Wilsonville (“City”) periodically undertakes a formal, competitive procurement process to procure multi-year on-call engineering services and related services on an as-needed basis. The formal procurement process results in the City executing master professional services agreements with a number of qualified professionals to provide one or more of several categories of engineering and related services on an as-needed basis through task orders under the agreement(s).

On April 11, 2025, the City published a formal request for proposals for seventeen (17) categories of on-call engineering services and related services. The categories of services sought are listed below:

Category #	Engineering Services
1.1	General Civil Project Planning and Engineering
1.2	Land Surveying Services
1.3	Soils and Geotechnical Engineering
1.4	Transportation Planning Services
	Related Services
2.1	Inspection Services
2.2	Material Testing Services
2.3	Environmental Support Services
2.4	Transportation Systems Analysis
2.5	Telecommunications Network Design Support Services
2.6	Structural Design Support Services
2.7	Electrical Design Support Services
2.8	Mechanical Design Support Services
2.9	Plumbing Design Support Services
2.10	Land Use Planning Services
2.11	Architectural Services
2.12	Landscape Architecture Services
2.13	Economic Development Services

From the proposals submitted, the City selected thirty-five (35) consultants to perform, on an as-needed basis, one or more of the seventeen (17) categories of professional services.

To ensure that the on-call services are not utilized for larger capital projects, task order(s) for any one project cannot exceed a total aggregate cost of \$250,000, the limit of the City’s administrative authority to approve contracts. However, the payments issued pursuant to any

particular master professional services agreement may exceed \$250,000 through several different projects, which, when exceeded, will require Council's authorization under the City's local public contracting regulations. Staff recommend proactive, preemptive approval of all the master professional services agreements with the selected consultants ensure that no task orders are executed without appropriate approvals and that the task orders can be efficiently executed.

The template master professional services agreement is attached as Exhibit A to Resolution No. 3207, and must be substantially similar to the agreement that all selected consultants must execute with the City.

EXPECTED RESULTS:

Efficient procurement of professional services of qualified entities on an as-needed basis through task orders under a master professional services agreement, while ensuring compliance with state and local public contracting regulations.

TIMELINE:

The master professional services agreements will be effective for one fiscal year, through June 30, 2026, with the City's option to renew twice, each for an additional one fiscal year, and thus, potentially expiring June 30, 2028.

CURRENT YEAR BUDGET IMPACTS

Any use of a master professional services agreement will be for a project approved through the budget process.

COMMUNITY INVOLVEMENT PROCESS:

City staff complied with Oregon public contracting requirements for advertising the request for proposals for on-call engineering services and related services.

POTENTIAL IMPACTS OR BENEFIT TO THE COMMUNITY:

Having on-call contracts in place allows the City to efficiently and nimbly respond to project needs, saving staff time (project management/department and legal time) and costs associated with undertaking procurement processes for smaller projects.

ALTERNATIVES:

Undertake procurement processes for each individual project.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3207
 - A. Master Professional Services Agreement Template