



Legislation Text

File #: 2016-1074, Version: 1

Report to Mayor and City Council

Tuesday, October 18, 2016

Consent

SUBJECT:

CONSIDERATION OF THE FIRST AMENDMENT TO THE CONSULTANT RETAINER AGREEMENT WITH W.G. ZIMMERMAN ENGINEERING INC. TO PROVIDE STAFF AUGMENTATION TO IMPLEMENT CAPITAL IMPROVEMENT PROGRAM PROJECTS AND VARIOUS DEVELOPMENT PROJECTS (CITY COUNCIL)

I. SUMMARY

On December 23, 2015, the Engineering Services Division submitted a Request for Proposal (RFP) for professional staffing extension services in order to manage the design and construction of various Capital Improvement Program (CIP) projects and other private development projects in the City.

On April 19, 2016, the City Council approved a Consultant Retainer Agreement with W.G. Zimmerman Engineering Inc. (WGZE) to provide staff augmentation, in the amount of \$70,000.00 (Exhibit No. 1).

The proposed First Amendment to the Consultant Retainer Agreement with WGZE involves additional services, and an increase in compensation in order to continue the services provided by WGZE (Exhibit No. 2).

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE the First Amendment to the Consultant Retainer Agreement with W.G. Zimmerman Engineering Inc. to reflect an increase in compensation in the amount of \$105,000.00, resulting in a total contract sum not-to-exceed \$175,000.00.
2. AUTHORIZE the Mayor to execute the First Amendment to the Consultant Retainer Agreement with W.G. Zimmerman Engineering Inc. following approval as to form by the City Attorney.

III. ALTERNATIVES

1. DO NOT APPROVE the First Amendment to the Consultant Retainer Agreement.
2. TAKE another action the City Council deems appropriate consistent with the requirements of the law.

IV. BACKGROUND

The City's CIP that was approved by the City Council includes numerous projects that are currently in design or under construction. There are also a number of private development projects that staff needs to review and approve in order to allow private developers to move forward with the completion of their projects, Considering the number of projects and the limited staff resources available within the City's Engineering Services Division, staff was authorized to prepare and advertise a Request for Proposal (RFP) for staff augmentation.

On December 23, 2015, staff solicited proposals from five consultants to provide professional staffing extension services in order to manage the design and construction of various CIP projects and review of other private development projects in the City.

After an evaluation of the two proposals received, a Consultant Retainer Agreement with WGZE to provide staff augmentation in the amount of \$70,000.00 was approved by the City Council on April 19, 2016. This amount was originally intended for only one external staff member from WGZE. However, one additional staff member was utilized for inspection services for three weeks in August. The added staff used for inspection services accelerated the spending of the allocated funds.

Staff has found the professional staffing extension services provided by WGZE to be cost effective, and is requesting the City Council approve the First Amendment to the Consultant Retainer Agreement with WGZE for the negotiated fee specified above.

V. FISCAL IMPACT

Additional cost of \$105,000 that were not included in the FY 2016/17 budget; however there are currently vacant and funded positions within the Engineering Services Division that will cover the expenses associated with the First Amendment to the Consultant Retainer Agreement if it is awarded. Funds in the amount of \$105,000.00 should be appropriated from the designated general fund balance account 01-80-820-004-5004 to account no. 01-80-820-004-6004.

VI. EXHIBITS

1. Minutes, April 19, 2016, Item No. 15. (pg. 3)
2. First Amendment to the Consultant Retainer Agreement with W.G. Zimmerman Engineering Inc. (pgs. 4-9)

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