



TO: Board of Contracts and Awards
FROM: Kurtis D. Kingsolver, P.E., Public Works Director/City Engineer *KDK*
Dan Seabrands, P.E., Public Works Engineering Assistant Division Manager
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
Doreen Klaaskate, Finance/Purchasing
SUBJECT: Increase and extend the Sitts & Hill Engineers Inc contract for On-Call Survey
Services, Contract No. C537 – November 5, 2019
DATE: October 17, 2019

RECOMMENDATION SUMMARY:

The Public Works Department requests approval to increase and extend Contract No. C537 with Sitts & Hill Engineers Inc, Tacoma, WA, by \$300,000, for a total of \$495,000, plus any applicable taxes, for professional survey services, through December 31, 2021.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Assure outstanding stewardship of the natural and built environment.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

The proposed survey services will assist current survey staff with assignments and maintain project schedules to complete design and construction for numerous Streets Initiative projects and other capital projects.

BACKGROUND:

The residents of Tacoma approved the Street Initiatives (Proposition A and Proposition No. 3) in November 2015, providing funding to repair and improve City streets. The 2015 Voted Street Initiative Fund 1085 was created and approved by the City Council under Ordinance No. 28344 on February 9, 2016. This fund provides for arterial street improvements, non-motorized improvements, and residential street repairs.

ISSUE: On November 13, 2018, the City awarded Contract No. C537 to Sitts & Hill Engineers Inc to provide preliminary survey work on various Streets Initiative projects and provide support to staff where needed. The proposed contract increase will provide additional survey services for Public Works Engineering on an as-needed basis. The additional services will extend the contract completion date to December 31, 2021.

ALTERNATIVES: The City could resolicit for bids to conduct the additional survey services. The resulting bid solicitation would likely result in increased costs and delay in project delivery.



COMPETITIVE SOLICITATION:

Selection for consultant services was accomplished through the City’s Architectural and Engineering (A&E) Roster.

CONTRACT HISTORY:

- The original contract was awarded on November 13, 2018, in the amount of \$195,000 to provide survey services through December 31, 2019.
- The proposed Amendment for \$300,000 increases the contract to \$495,000 and extends the completion date to December 31, 2021.

SUSTAINABILITY: The proposed survey services will be performed on projects throughout the City designed to improve the City’s infrastructure and safety of residents.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1060-CAPTL (PW Street Capital Projects)	Various	5310100	\$300,000
TOTAL			Up to \$300,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1060-CAPTL (PW Street Capital Projects)	Various	6311105	\$300,000
TOTAL			\$300,000

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$300,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A