



**TO:** Board of Contracts and Awards  
**FROM:** Michael P. Slevin III, P.E., Director, Environmental Services  
Jody Bratton, P.E., Senior Project Manager, Environmental Services  
**COPY:** City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and Samol Hefley, Finance/Purchasing  
**SUBJECT:** Amending Professional Services Contract CW2226954 with KPFF, Inc. for design services related to the Solid Waste Management Maintenance Shop and Compressed Natural Gas Fueling Station Upgrade - March 19, 2019  
**DATE:** February 25, 2019

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**RECOMMENDATION SUMMARY:**

The Environmental Services Department requests approval to increase and extend Professional Services Contract CW2226954 with KPFF, Inc., Tacoma, WA, by an amount not to exceed \$943,013, for a cumulative total of \$1,131,947, plus any applicable sales tax, budgeted from Environmental Services Solid Waste Fund 4200, for engineering design services for the Solid Waste Management Maintenance Shop and Compressed Natural Gas Fueling Station Upgrade, through December 31, 2020.

**STRATEGIC POLICY PRIORITY:**

- 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 Solid Waste Management (SWM) Maintenance Shop and Compressed Natural Gas (CNG) Fueling Station will create facilities to allow for the maintenance and fueling of the Environmental Services Department (ESD) conversion of all SWM’s collection truck fleet to CNG. Doing so will create a benefit by reducing greenhouse gas emissions and supporting the use of renewable fuels for transportation purposes.

**BACKGROUND:**

In accordance with the 2008 Climate Action Plan and the Environmental Action Plan, the City has committed to reducing its fossil fuel consumption by 15 percent by 2020 compared to 2014 usage. In 2015, the ESD commenced conversion of its diesel-powered collection system fleet to CNG and built a CNG fueling station at the Tacoma Recovery and Transfer Center. The initial CNG fueling facility was built to support up to twenty-five (25) collection system trucks. Over the past several years the ESD has continued to convert its collection system fleet and plans to achieve full conversion by end of 2024. The CNG fueled collection system fleet when fully converted will be seventy-five (75) CNG fueled trucks.

KPFF, Inc., through a competitive selection process, was hired to prepare an Optimization Study to identify improvement alternatives to provide for limited short and long-term maintenance of CNG fueled vehicles. The Optimization Study looked at several alternatives including use of an outside source for maintenance, partial retrofit of existing on-site vehicle maintenance facilities, temporary structures and retrofit of an existing building through modifications at the site. Based on the outcome of the evaluation a short-term solution is proposed to retrofit the existing vehicle



maintenance shop to accommodate these CNG fueled vehicles. In addition to the maintenance shop upgrades, the CNG fueling capabilities to accommodate the added CNG fleet requires a new fueling station. The new fueling station will accommodate future expansion of the SWM’s fleet now and into the future.

An additional long-term solution for the maintenance of the CNG fueled vehicles is required. The initial Optimization Study will be expanded to further look at design criteria and facility siting for long term needs. A Basis of Design Report will be prepared outlining the necessary requirements of a new facility.

In summary, the amended contract with KPFF, Inc. will provide the necessary engineering design services for the preferred alternative identified in their initial scope of work including: increasing the fueling system capabilities, providing a short-term solution for the maintenance of the trucks at SWM facilities, and developing the basic design requirements for truck maintenance long term at the site.

**ISSUE:** The current maintenance shop is not adequate for safe maintenance of CNG fueled trucks and the current fueling system does not have adequate capacity for the planned fleet expansion.

**ALTERNATIVES:** An alternative to the project is to continue to utilize the diesel fueled vehicle fleet and utilize the existing undersized and ill-equipped maintenance shop to work on the CNG vehicles. This alternative will not provide the benefits we are seeking to reduce fossil fuel dependence and decrease greenhouse gas emissions and does not provide for adequate or required ventilation working space for maintenance of the vehicles.

**COMPETITIVE SOLICITATION:** The City of Tacoma solicited engineering and architectural services under Request for Qualifications Specification No. CT12-0001F, dated December 5, 2011, which was used to develop the Citywide Architectural and Engineering (A&E) Roster. Two consulting firms were selected from the A&E Roster; and subsequently evaluated to find the most qualified consultant for this project. This evaluation process resulted in KPFF, Inc. as the most qualified.

<u>Respondent</u>	<u>Location</u> <i>(city and state)</i>	<u>Rank</u>
KPFF, Inc.	Tacoma, WA	1
Brown and Caldwell, Inc.	Seattle, WA	2

**CONTRACT HISTORY:** The proposed contract increase would be the second amendment to the existing contract with KPFF, Inc. The contract was originally awarded from the A&E Roster to KPFF, Inc. on November 1, 2017, for services through December 31, 2018, in the amount of \$188,934. In November 2018, Amendment No. 1 was issued to extend the contract expiration date to December 31, 2019. This contract amendment would increase and extend the existing contract from \$188,934 to a cumulative amount of \$1,131,947, plus any applicable sales tax, through December 31, 2020.



SUSTAINABILITY: CNG fueled vehicles emit up to 20 percent less greenhouse gas compared to traditional diesel fuel and result in a smaller carbon footprint, leaving a better Tacoma now and for future generations.

SBE/LEAP COMPLIANCE: Not applicable.

**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT*
4200 – ES Solid Waste Fund	ENV-02009-12-05	5310100	\$ 943,013
<b>TOTAL</b>			<b>\$ 943,013</b>

\*plus any applicable sales tax

**REVENUES:**

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4200 – ES Solid Waste Fund	512000	Rate Revenues	\$ 943,013
<b>TOTAL</b>			<b>\$ 943,013</b>

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 943,013**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes**

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