

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Motion to Authorize the City Manager to Execute a Contract for Professional Services with Perteet, Inc. for On-Call Construction Management and Inspection Services in an amount not to exceed \$150,000 annually for 2015 and renewable for 2016
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Staff is requesting Council to authorize the City Manager to execute a contract with Perteet, Inc. to provide on-call construction management and inspection services in support of the City's capital program and right of way inspections. To select Perteet, Inc., a Request for Qualifications (RFQ 7843) was issued and 11 proposals were received. After review of the proposals and final interviews for three firms, Perteet, Inc. was selected as the firm most qualified to meet the City's on-call needs.

**RESOURCE/FINANCIAL IMPACT:**

Funding for the on-call services comes from approved projects included in the 2015-2020 CIP and from within the approved 2015 budget for Right-of-Way Services. Individual task order will be issued to Perteet, Inc. for specific projects based on available budget.

**RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute a contract for on-call professional services with Perteet, Inc. in an amount not to exceed \$150,000 annually for 2015 and renewable for 2016.

Approved By:            City Manager **DT**    City Attorney **JA-T**

## **BACKGROUND**

Since 2009, most construction management and inspection for capital projects has been performed in-house by the City's Construction Services group, with the exception being large projects such as Aurora Corridor Project and the Richmond Beach Overcrossing Project. This same group, which consists of two City Construction Inspectors and a Construction Inspection Supervisor, also provides for the review and inspection of all right-of-way permits.

Over the last several years, there has been an increase in both right of way permit activity and capital construction. Given this increase in workload, Construction Services has supplemented current resource through use of extra-help and professional service contracts.

In preparing the 2015-2020 CIP there are several projects scheduled for construction in 2015 and 2016; including some projects with federal funding that have more stringent requirements. Review of the resources required to provide adequate construction management and inspection determined a need for resources beyond the existing Construction Services group to ensure proper and adequate construction oversight. Similarly, with the increase in permit activity the City has experienced, the 2015 budget includes use of professional services to support permit inspection.

Utilizing an On-Call contract enables City staff to establish expectations, relationships, and processes with one firm rather than selecting various firms on a project-by-project basis. Staff will authorize work to Perteet, Inc. on an as-needed basis to support capital and/or permit work.

## **CONTRACTOR SELECTION**

To select a consultant to provide these services, a Request for Qualifications (RFQ 7843) was issued and 11 proposals were received. After review of the proposals, three firms were selected for final interviews. Based on these interviews, Perteet, Inc. was selected as the firm most qualified to meet the City's on-call needs.

## **ALTERNATIVES TO ON-CALL CONTRACT**

Not awarding this contract to Perteet, Inc. would result in two primary options for Council consideration:

1. Continue to utilize in-house resources for construction management and inspection.
  - This method, while incurring no contract cost, would result in the delay of several projects to ensure resources were available.
2. Utilize professional services on a project-by-project basis.
  - This method, while not incurring a large contract cost up front, would require additional staff time on projects to select and contract with firms and establish expectations and requirements.

Based on these alternative options, staff recommends utilizing an external consultant to provide construction management and capital project inspection services.

**COUNCIL GOAL(S) ADDRESSED**

This project addresses City Council Goal #2: Improve Shoreline's utility, transportation and environmental infrastructure.

**RESOURCE/FINANCIAL IMPACT**

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