



**PURCHASING ITEM  
FOR  
COUNCIL AGENDA  
Memo No. CP14-105**

**1. Agenda Item Number:**  
**20**

**2. Council Meeting Date:**  
February 13, 2014

**TO: MAYOR & COUNCIL**

**THROUGH: CITY MANAGER**

**3. Date Prepared:** January 7, 2014

**4. Requesting Department:**  
Transportation & Development

**5. SUBJECT:** Annual contract extension for civil design and platting services with Sunrise Engineering

**6. RECOMMENDATION:** Staff recommends City Council approve a one (1) year annual contract extension for civil design and platting services, Contract No. EN1004-101, with Sunrise Engineering, in an amount not to exceed \$100,000.

**7. BACKGROUND/DISCUSSION:** Staff anticipates needing civil design and platting services in support of the Fiscal Year 2014/2015 Capital Improvement Program. Dependent upon the project design needs, work will rotate between two firms based on availability and expertise. This action will save on the cost of the selection process and time to bring individual projects forward. Any project agreement exceeding \$30,000 will require City Council approval.

During the previous extension period, Sunrise Engineering was awarded three (3) project agreements:

- Boston Street Block Design \$ 26,000
- West Boston Street Riser \$ 8,800
- West Boston Riser Amendment #1 \$ 1,500

**8. EVALUATION:** Consultant selection was conducted in accordance with established City policies and procedures. On November 10, 2010, staff received Statements of Qualifications from eleven firms for annual civil design and platting services. The Selection Committee reviewed the qualifications and chose two firms for recommendation.

Staff recommends a one (1) year contract extension award to Sunrise Engineering. The term of this extension is February 9, 2014, to February 8, 2015.

**9. FINANCIAL IMPLICATIONS:**

Cost: \$100,000  
Savings: N/A  
Long Term Costs: N/A

The owner/user department shall provide funding for each individual project.

**10. PROPOSED MOTION:** Move City Council approve a one (1) year annual contract extension for annual civil design and platting services, Contract No. EN1004-101, with Sunrise Engineering, in an amount not to exceed \$100,000.

**ATTACHMENTS:** Contract Extension

**APPROVALS**

**11. Requesting Department**

Bob Fortier, Capital Projects Manager

**13. Department Head**

R.J. Zeder, Transportation & Development Director

**12. Transportation & Development**

Daniel W. Cook, Transportation Manager/Interim City Engineer

**14. City Manager**

Rich Dlugas

