

Repl. #13
March 13, 2014



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Where Values Make The Difference

DATE: March 12, 2014
TO: Mayor and Council
FROM: Marla Paddock, City Clerk
SUBJECT: Item #13 – Contact Extension to Sunrise Engineering.

PROPOSED MOTION: Move to withdraw Contract Extension No. EN1004-101, with Sunrise Engineering, for civil design and platting services, for one year, in an amount not to exceed \$100,000.00, as item was approved by Council on February 12, 2014.



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

1. Agenda Item Number:
13
2. Council Meeting Date:
March 13, 2014

TO: MAYOR & COUNCIL
THROUGH: CITY MANAGER

3. Date Prepared: February 11, 2014

4. Requesting Department:
Transportation & Development

5. SUBJECT: Contract extension for civil design and platting services with Sunrise Engineering

6. RECOMMENDATION: Staff recommends City Council approve a one (1) year 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. City Council approved the initial contract on January 27, 2011, with the option to renew for four additional one-year terms. This is the third of four extensions for Sunrise Engineering. 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 project agreements:

- Boston Street Block Design \$26,000
- West Boston Street Riser \$ 8,800
- West Boston Street 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 11 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

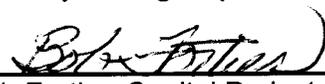
The owner/user department shall provide funding for each individual project.

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

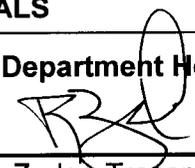
ATTACHMENTS: Contract Extension

APPROVALS

11. Requesting Department


Bob Fortier, Capital Projects Manager

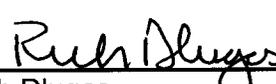
13. Department Head


R.J. Zeder, Transportation & Development Director

12. Transportation & Development


Daniel W. Cook, Transportation Manager/Interim City Engineer

14. City Manager


Rich Dlugas

