



**PURCHASING ITEM
FOR
COUNCIL AGENDA
Memo No. CA08-051**

1. Agenda Item Number:
37

2. Council Meeting Date:
October 25, 2007

TO: MAYOR & COUNCIL

3. Date Prepared: October 8, 2007

THROUGH: CITY MANAGER

4. Requesting Department: Public Works

5. SUBJECT: Approve Contract Amendment No. 1 in the amount of \$65,000 for Standard Details and Specifications Revisions and increase the expenditure limit by \$65,000 on the agreement with Jeffers and Associates, PLLC, from \$450,000 to \$515,000.

6. RECOMMENDATION: Staff recommends that Council approve Contract Amendment No. 1 in the amount of \$65,000 for Standard Details and Specifications Revisions and increase the expenditure limit by \$65,000 on the agreement with Jeffers and Associates, PLLC, from \$450,000 to \$515,000.

7. BACKGROUND/DISCUSSION: For more than 15 years, Development Services has contracted with various providers for civil engineering plan review to supplement staff. Without these contracts and the services they provide, the review times for civil engineering plan review would be extended to time frames unacceptable to both the development community and the City of Chandler.

Jeffers and Associates, PLLC, is one of the current providers of plan review services. Due to the consultant's expertise and familiarity with the City's standard engineering details and specifications, Public Works has requested that they provide additional services under this annual agreement. Specifically, Jeffers and Associates, PLLC, will review comments received from user groups and incorporate these changes, where appropriate, into the City's engineering details. Oversight will be performed by City engineering staff.

8. EVALUATION: On November 16, 2006, Council approved a professional services agreement with Jeffers and Associates, PLLC, for Civil Plan Review Services. The consultant selection process was conducted in accordance with established City policies and procedures.

9. FINANCIAL IMPLICATIONS:

Previous Total Annual Contract Amount:	\$450,000
Cost of Contract Amendment No. 1:	\$65,000
Revised Annual Contract Amount:	\$515,000

Percent of Original Project Agreement:

Contract Amendment No. 1	14.4%
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Fund Source:

<u>Acct. No.:</u>	<u>Fund Name:</u>	<u>Program Name:</u>	<u>CIP Funded:</u>	<u>Amount:</u>
101.3020.0000.5219	Other Professional/Contract Services	N/A	N/A	\$65,000

10. PROPOSED MOTION: Move that Council approve Contract Amendment No. 1 in the amount of \$65,000 for Standard Details and Specifications Revisions and increase the expenditure limit by \$65,000 on the agreement with Jeffers and Associates, PLLC, from \$450,000 to \$515,000, and authorize the Mayor to sign the contract documents.

ATTACHMENTS: Amendment No. 1

APPROVALS

11. Requesting Department

13. Department Head

Warren White
Warren White, Senior Engineer

Daniel W. Cook
Daniel W, Cook, Acting Public Works Director

12. City Engineer

14. City Manager

Sheina Hughes
Sheina Hughes, Acting Assistant Public Works
Director/City Engineer

W. Mark Pentz
W. Mark Pentz



Chandler Arizona

AMENDMENT NUMBER 1

Project Name: Civil Plan Review Services
Project No.: DS6-925-2325

This Amendment No. 1 to that certain Agreement Between the City Of Chandler (CITY) and Jeffers & Associates, PLLC for Civil Plan Review Services dated 20, November, 2006 is entered into this day of September, 2007.

WHEREAS the parties have determined that it is necessary and desirable for CONSULTANT to perform additional services for CITY;

NOW THEREFORE, the parties agree as follows:

1. Section 2, of the above referenced Agreement, is hereby; amended by adding additional scope of work described in more detail in Exhibit A attached hereto and incorporated herein by reference.
2. Section 4, of the above referenced Agreement, is hereby; amended by paying CONSULTANT for completion of the Work described in Exhibit A, according to the fee schedule described in more detail in Exhibit B attached hereto and incorporated herein by reference.
3. All other terms and conditions of the above referenced Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties have hereunto subscribed their names this _____ day of _____, 2007.

CITY OF CHANDLER:

By: _____

MAYOR Date

APPROVED AS TO FORM:

City Attorney by: jsk

ATTEST: _____

City Clerk

CONSULTANT:

By: David Jeffers

Title: Member

ATTEST: (If corporation)

Secretary

WITNESS: (If Individual or Partnership)

SEAL

ACKNOWLEDGE BY:

User Department Signature: _____ Date: _____

_____ Title

Recommended: CITY ENGINEER Date

Recommended: DEPARTMENT DIRECTOR Date: _____

Amendment No. 1 cont.

Project No. DS6-925-2325

THESE CHANGES RESULT IN THE FOLLOWING ADJUSTMENTS OF CONTRACT PRICE AND TIME

ORIGINAL CONTRACT AMOUNT	\$ 450,000
CURRENT CONTRACT PRICE PRIOR TO THIS AMENDMENT (Including previous amendments)	\$
NET INCREASE / DECREASE (Resulting from this amendment)	\$ N/A
REVISED CONTRACT PRICE (Including this amendment)	\$
AMENDMENT PERCENTAGE (Of original contract price)	%
CONTRACT TIME PRIOR TO THIS AMENDMENT (Including previous amendments)	N/A
NET INCREASE/DECREASE (Resulting from this amendment)	(Days or Date)
REVISED CONTRACT TIME (Including this amendment)	(Days or Date)
THIS AMENDMENT No. _____ Does not Require Council Approval: Less than \$30,000*	_____
More than \$30,000 but less than 10% of Contract*	_____
THIS AMENDMENT No. _____ Requires Council Approval Greater than \$30,000*	_____
Greater than 10% of Contract *	_____
*Including City Manager approved Amendments	
ORIGINAL CONTRACT COUNCIL DATE: November 16, 2006 ITEM NO.: 35, if applicable	
COUNCIL APPROVAL: _____ ITEM NO.: _____, if applicable	

CC: City Clerk User Dept Project Mgr Consultant Project Anaylst File

EXHIBIT A SCOPE OF WORK

The Consultant shall provide hourly engineering services which include preparing and drafting updates and revisions to the current City of Chandler *Standard Details and Specifications* and the *Technical Design Manuals* (collectively, **the Standards**) as directed by City staff.

Such services shall include meeting with the City department staff to discuss needs and goals of the proposed revisions to the Standards. Markups of tentative changes will be prepared for City discussion, comment, and revision. Upon final direction from staff, Consultant shall execute such changes to the native computer format and deliver the resultant files to the City for adoption by the City Engineer.

The Consultant shall perform these services through a Civil Engineer (P.E.) and through other qualified personnel as may be required by Exhibit B, who are employed or retained by the Consultant.

As a registered professional engineer, Consultant may provide recommendations to improve the engineering standards. However, the inclusion of all such recommendations shall be done only at the discretion of the City Engineer and/or City engineering staff. Final approval of the engineering standards is the responsibility of the City Engineer.

**EXHIBIT B
FEE SCHEDULE**

For services described in Exhibit A of the Agreement, the City shall pay the Consultant a fee per hour for **Standards Update** as follows:

<u>Classification</u>	<u>Hourly Rate</u>
Clerical	\$48.00
Design-Drafting	\$71.50
Civil Engineer (P.E.)	\$105.00

The following reprographic costs will be reimbursed by the City at the following costs:

Digital Bond Printing	\$0.18 per sq ft
Digital Bond Plotting	\$0.65 per sq ft
BW 8.5x11	\$0.10 per impression
BW 11x17	\$0.25 per impression

Authorized mileage at the federal rate, and other authorized direct costs shall be reimbursed at cost.

Payment shall be made monthly on the basis of progress reports. Work schedule updates shall be included in the monthly progress payment requests.