



CITY MANAGER'S REPORT AGENDA ITEM REQUEST

UTILITIES DEPARTMENT

TO: Ed Lavallee, City Manager

THROUGH: Len Bramble, P.E., Utilities Director

FROM: Tim Hochuli, P.E., Assistant Utilities Director

DATE: December 12, 2013

SUBJECT: **Stantec Consulting Services, Inc. - WA No. 3, Change Order No. 2
Capital Project Management Services**

Background:

At the June 12, 2012 City Council meeting, City Council approved the execution of a contract with Stantec Consulting Services, Inc. for Capital Project Management Services in the amount of \$108,000 to assist with several capital improvement projects the Utilities Department had scheduled to undertake. A change order for an additional \$108,000 was approved in April, 2013 to continue their services. The scope of services they provide includes the preparation of scopes, obtaining construction quotes for various projects, verifying the performance of the construction contractors and a variety of other tasks associated with the planning and completion of capital projects. The assistance they provide in this area has been extremely successful. The Utility Department is seeking additional funding in order to continue the work. Council approval is needed to add funding in the amount of \$108,000 to the existing Stantec purchase order, No. 40192, bringing its new total to \$324,000.

Requested Action:

We request Council's approval of Work Assignment No. 3, Change Order No. 2 with Stantec Consulting Services, Inc., in the amount of \$108,000.

City Attorney Review:

Work Assignment No. 3 previously reviewed.

Risk Management Review:

Work Assignment No. 3 previously reviewed.

Funds Availability (account number):

Based on council approval, funds are available in the following account numbers:

421-1202-536.63-00 (Improvements Other Than Buildings)
421-1203-533.63-00 (Improvements Other Than Buildings)
421-1204-535.63-00 (Improvements Other Than Buildings)