



CITY COUNCIL AGENDA FORM

Meeting Date: March 13, 2023

Prepared by: R. Sailler

Department: Public Works

Agenda item: _____

Reviewed by: _____

AGENDA ITEM DESCRIPTION: Discussion/possible action regarding approval of a Purchase Order for 2023FY Engineering Services to Adico LLC - Consulting Engineers in the amount of \$50,000.00 for various consulting and inspection services for the Public Works Department.

ATTACHMENTS FOR REFERENCE

- 2018 Engineering Agreement - Adico Engineers
- 2023 Fee Schedule

STAFF BRIEFING:

- Adico LLC - Consulting Engineers is currently the selected Professional Engineering Firm based on the 2018 Engineering Agreement.
- Engineering services are selected and retained on Quality of Service and Qualifications and not based on the cost of service.
- Adico LLC performs work for the Public Works Department in a professional and timely manner, meeting expectations and needed expertise.
- The Purchase Order covers multiple Divisions within the Public Works Department including: Streets, Parks, Stormwater, Wastewater and Water
- Adico LLC submitted a revised Fee Schedule which includes minor increases for most services. (Services have been based on the 2018 Agreement) Principal Director (Dinh Ho) did not change; Project Manager rates have the highest increase, these highly qualified experienced staff manage technical and regulatory projects for the Department.
- The \$50,000 expense is estimated within each Division; it is possible that expenses could be higher based on demands, projects, or Department needs.
- If additional expenses for Engineering Consultation are anticipated to exceed City Manager's fiscal authority of \$25,000, a new Purchase Order request will be brought to City Council for approval.
 - City Manager reviewed and approved.
 - Finance Director reviewed and approved.
 - City Attorney reviewed and approved.

HISTORY:

- ❖ Consulting City Engineer Agreement was approved on May 15, 2018



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TARGET IMPLEMENTATION: March 15, 2023

ACTION:

- Ordinance Resolution
- Special Presentation Proclamation
- Finance Report Public Hearing
- Municode Codification
- Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures

Cost Details:	
Budgeted	
Estimated Grant Revenue	
Estimated Expenditure	\$50,000.00
Acct. Name(s)	Professional Services
Line Items #	Various 4040 code
Other Funding	

ACTION:

FISCAL IMPACT: The \$50,000 Purchase Order is assigned to the following line items:

- 01-4040-09 Parks - \$2,500 (5%)
- 01-4040- 12 Streets - \$7,500 (15%)
- 02-4040-22 Utilities Maintenance - \$15,000 (30%)
- 02-4040-24 Utilities Operations - \$17,500 (35%)
- 02-4040-27 Stormwater - \$7,500 (15%)

STAFF'S RECOMMENDATION: Motion to approve Purchase Order in the amount of \$50,000 to Adico LLC - Consulting Engineers for 2023FY services