

	AGENDA ITEM EXECUTIVE SUMMARY		Agenda Item number: 6.A
	Title:	Recommendation to approve a Resolution to Waive the Formal Bid Procedure and Approve a Resolution to Authorize a Professional Services Agreement with WBK Engineering for Charlestowne Lakes Construction Inspection	
	Presenter:	Russell Colby, Community Development Director	
Meeting: Government Services Committee		Date: May 22, 2023	
Proposed Cost: \$114,265- <i>Developer Reimbursable</i>		Budgeted Amount: \$75,000; to be increased as a Reimbursable Item	Not Budgeted: <input type="checkbox"/>
TIF District: None			
Executive Summary (if not budgeted, please explain):			
<p>The Development Engineering staff in Community Development oversee private site development construction work, and monitor and inspect site improvements and utility installation. In the past, WBK Engineering has been used to supplement staff time for this work due to absences or high workload.</p> <p>The Charlestowne Lakes project is under construction and in the coming weeks will begin installation of site improvements. In anticipation of staff vacancy later this summer, we are seeking assistance from WBK to perform all site improvement inspection services for the duration of the project, which will span at least this current construction season.</p> <p>WBK has successfully assisted the City with this work in the past (most recently on the Munhall Glen and Springs projects).</p> <p>This cost is fully reimbursable. For this type of service, the City requires a full deposit of the contract amount from the developer before authorizing the work.</p> <p>The developer of Charlestowne Lakes, DR Horton, has reviewed the scope and provided a deposit in the full amount of the contract, \$114,265.</p>			
Attachments (please list): Bid Waiver, Proposal			
Recommendation/Suggested Action (briefly explain): Recommendation to approve a Resolution to Waive the Formal Bid Procedure and Approve a Resolution to Authorize a Professional Services Agreement with WBK Engineering for Charlestowne Lakes Construction Inspection			



Bid Waiver One Time Today through _____

Description: _____

Requested Vendor: _____

Requested By: _____ Date: _____

Approval: _____

Department Head

Signature

Bid Waivers are required when there are unique circumstances related to a proposed procurement that has not been competitively solicited.

1. This procurement is valued at \$_____ for this one-time order, and/or \$_____ for a 12-month period.
2. This good/service has been competitively solicited within the past 24 months. YES NO
If Yes, Was the solicitation published on the city website? YES NO

3. Justification for Bid Waiver:

Emergency i.e. declared by the Mayor and applicable to EOC/FEMA procedures.

Urgent i.e. required to resolve an unanticipated problem that, if not resolved within 48 hours, may cause undue risk to individuals and/or extensive damage to property.

Need for these goods/services were **not anticipated and procurement through normal channels would take too long.**

A responsible **contractor was on site** performing a related repair, and based on professional judgement; it was prudent to request this service/repair from said contractor.

These goods are replacement parts for a **warrantied item, and the warranty is still in place**, and purchase of a non-brand item will jeopardize warranty.

These goods/services are **inherently related to, and an ongoing part of**, other goods/services previously provided by the Provider.

These goods utilize a **proprietary, patent, trademark, or customized programming** resulting in lack of competition.

These goods are **standardized** for operational safety and efficiency.

These goods are only available through the provider's **local distribution** channels.

These goods/services were purchased through a **Cooperative Purchasing Agreement.** _____

Other: _____

opportunity number

Proposal



Submitted To: **Prepared By:** WBK Engineering, LLC

Primary Contact: **Primary Contact:**

Services

Cost-Not to Exceed **Lump Sum** **Time & Materials (T&M)**

Task Name: _____
Deliverable: _____

.....
Budget

Budget for Reimbursable Expenses (Cost Plus 10%):

Total Amount Budgeted For All Services Rendered:

We propose to bill you monthly based on the attached Schedule of Charges (if applicable). We establish our contract in accordance with the attached General Terms and Conditions. These General Terms and Conditions are expressly incorporated into and are made an integral part of this contract for professional services. We reserve the right to increase our fees by five percent (5%) on December 31st of each calendar year.

.....

WBK Authorization By (Please Print): _____ *Signature* _____ *Date* _____

The Proposal, Schedule of Charges, and General Terms & Conditions are satisfactory and are hereby accepted. You are authorized to begin the work as specified. Payments will be made as outlined above.

.....

Client Authorization By (Please Print): _____ *Signature* _____ *Date* _____