

# Agenda Report



**MEETING DATE:** Tuesday, December 10, 2024

**TO:** City Council

**FROM:** PUBLIC WORKS & UTILITIES DIRECTOR LINDBERG

**SUBJECT: AUTHORIZE CITY MANAGER TO EXECUTE NO-COST CONTRACT AMENDMENTS FOR TIME EXTENSIONS ON VARIOUS CONTRACTS THAT REQUIRED COUNCIL APPROVAL**

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## **RECOMMENDED ACTION:**

It is recommended that the City Council adopt a resolution authorizing the City Manager to execute no-cost contract amendments to extend the date of completion of the listed various existing executed contracts that had previously required Council approval in accordance with the City Purchasing Policy.

## **BACKGROUND:**

City Departments manage several contracts for various types of work and consultant agreements. These contracts are executed with a specific completion date based on the original scope of work. The City's Purchasing Policy requires time extensions to return to the original approval authority for time extensions on said contracts, even if there is no change to cost or scope.

## **DISCUSSION:**

Over the course of the completion of a contract, various delays may occur that are outside of the contractor's control or may be delayed by City scheduling preference and/or staff availability. In these cases, the contract scope and budget have not changed, but the original completion date may expire before completion. Executing a no-cost time extension is a routine clerical task.

Under the City's Purchasing Policy, contracts that originally or by amendment came under the approval authority of the City Council are required to return to Council for extensions of time even when there is no change to scope or budget. The following list of contracts managed by various City Departments fall under this no-cost or scope change category, and have a completion date that has recently passed or will expire soon:

Staff, therefore, recommend that the City Council authorize the City Manager to execute no-cost, no-scope modification to contract amendments for each of the various City contracts listed above to extend the time allowed for completion from the original contract completion date to the requested completion date listed in the table above.

<i>Contract #</i>	<i>Vendor</i>	<i>Description</i>	<i>Original Completion Date</i>	<i>Requested Completion Date</i>
2580	HDR Engineering	Design Services for Levee Embankment	1/31/2024	1/31/2026
1871	Global Concepts	Office Space Design	6/30/2024	6/30/2025
2922	Harris & Associates, Inc	MSC Improvements Design Build	12/31/2024	12/31/2025
1667	Luhdorff and Scalmanini Consulting Engineers	Roache Road Municipal Well Pump Station	6/30/2024	12/31/2026
3015	Harris & Associates, Inc.	Pavement Management Program	12/31/2024	12/31/2025
836	Kimley-Horn & Associates, Inc.	Plan Line for Freedom Blvd.	6/30/2024	12/31/2025
2927	Dudek	Temporary Headworks Relocation	12/31/2024	12/31/2026

**STRATEGIC PLAN:**

This action is consistent with the following Strategic Plan Priority:

7-Efficient and High Performing Government

**FINANCIAL IMPACT:**

There is no financial impact as all these contract time extensions have no impact on scope or cost.

**ALTERNATIVE ACTION:**

No reasonable alternatives are known at this time.

**ATTACHMENTS AND/OR REFERENCES (If any):**

None.