



City of Homer

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Public Works

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Memorandum 20-195

TO: City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Janette Keiser, Director of Public Works
DATE: November 10, 2020
SUBJECT: Term Contract for Engineering Services to Seabold Consulting, LLC

Issue: City Engineer Carey Meyer, PE, is retiring soon. He takes with him over two decades of institutional history with the City of Homer and leaves multiple projects unfinished. My goal is put a contractual vehicle in place, which I can use to access Mr. Meyer's background to help finish pending projects and support the Public Works Department with technical support, as needs arise.

Background:

A. Carey Meyer's Retirement. Carey Meyer, PE, has served the City as Public Works Director/City Engineer for over 20 years and is retiring at the end of November, 2020. In those years, he gained considerable institutional history, which he takes with him when he leaves City employment. Further, multiple projects, begun during his tenure, are still unfinished. Mr. Meyer has formed an engineering services firm, Seabold Consulting, LLC, from which he is able to provide professional consulting services on a part-time basis. I request that we issue a Term Contract to Seabold Consulting, LLC, so I can use Mr. Meyer to (1) help bring some of the pending projects to conclusion and (2) continue to help me get orientated to Homer's multi-faceted technical history. Expenses associated with Mr. Meyer's participation in projects would be charged to the projects he supports as well as our department's professional services budget line item.

B. Normal Term Contract process. To refresh your memory, here is a mini-treatise on the City's Term Contract process. The Term Contract Roster has become the City's most commonly used vehicle for engaging engineering/survey firms. It is a roster of firms, selected in accordance with the following process:

1. The City issues a publicly advertised Request for Qualifications ("RFQ").
2. Staff evaluates the Statements of Qualifications ("SOQ"), using a set of criteria, which were published in the RFQ.
3. Staff selects the firm(s), which it deems most qualified and seeks City Council authorization to award "Term Contracts" to the selected firms.
4. The Term Contracts are executed. These are generic contracts, which do not prescribe any particular scopes of work.

5. As the City requires engineering services, the City Engineer invites the firms on the roster, qualified to perform the specific type of work, to submit a proposal for a designated scope of work.
6. City staff negotiates the scope, schedule and budget and issues a “Task Order” for the work.

Currently, the City has Term Contracts with eight firms, only one of which is a local firm. All the existing Term Contracts expire in 2022, at which time, the City will start the process over and generate a new roster.

C. Action Recommended:

That the City Council authorize a Term Contract to Seabold Consulting, LLC