



City of Homer

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Public Works

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Memorandum 21-038

TO: Mayor Castner and Homer City Council
THROUGH: Rob Dumouchel, City Manager
FROM: Janette Keiser, PE, Director of Public Works
DATE: January 29, 2021
SUBJECT: Term Contract for Engineering Services to Coble Geophysical Services

Issue: The City is involved in multiple infrastructure projects involving ground water. Geoffrey Coble is a local geophysicist with expertise and experience in the mapping and exploration of ground water. He would make an invaluable member to our ground water investigations. I propose issuing a Term Contract to Coble Geophysical Services so we can access his services as needs arise.

Background:

A. Multiple City Projects would benefit from attention to groundwater.

We are in the process of updating the City's Drainage Management Plan. When people think about drainage, they usually think of surface water drainage. Our experience with Horizon Court and Mt. Augustine Road illustrates that a good portion of our drainage problems are, if not caused by ground water are certainly exacerbated by ground water. It's only sensible to include a groundwater element in the Updated Drainage Management Plan, or at least include a groundwater expert in the peer review of the Plan. This is just one example. We are working on other projects, which involve the impacts of ground water on the natural and built environment.

Geoffrey Cobel, a Homer resident, is an expert in groundwater investigations. We would benefit from his expertise in multiple projects that are currently on-going as well as projects, which are still in the planning stages.

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 nine firms, three of which are local firms. 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 Cobel Geophysical Services.