



Memorandum

To: Mark Detter, City Manager

From: Nathan Duval, Assistant City Manager / Capital Facilities Director

Date: 3/8/2020

Re: Harbor Reconstruction Design & Solicitation Support PSA- Procurement

Mark,

In order to maximize resources and ensure timely completion of the project long range plan, I have elected to utilize third party project management support on the Small Boat Harbor Major Reconstruction – H-K project.

In accordance with the City procurement code Title 2 section 2.80.080.A.1

A. Due to the nature of professional services, it is in the best interest of the city to use a qualitative selection process, with or without consideration for price, in the city's discretion, when in need of these services.

1. For professional services estimated by the city to be one hundred thousand dollars or less, direct solicitation of contractors or consultants may be made from a roster maintained by the city, or to such other vendors who may be known to the city as possessing the required expertise. These solicitations will seek to evaluate the qualifications, experience, and availability of particular vendors. When more than one vendor is considered, the procurement agent will appoint a selection panel to evaluate the potential vendors and offer a recommendation for selection.

The scope of work required was anticipated to be less than \$100,000 and the subsequent proposal from Arcadis dated February 18, 2021 amounting to \$97,788 completely fall in line with the City procurement code.

As the fee was under the threshold of soliciting a request for qualifications, within the parameters of the procurement code, and City Manager signing authority we proceeded with drafting a Professional Services Agreement with Arcadis.

Furthermore, Arcadis, specifically the consultant working with the department, Ron Rozak, has intimate knowledge of the harbor facilities, personnel, and infrastructure. Arcadis, and Ron served as the City's agent on the New Harbor Development- both phases- and are highly qualified to act on behalf of the City for this need. No other project management consultant with whom we have a working relationship has the needed understanding of our old and new facilities to adequately assist the City to the same level as Ron and Arcadis.

Respectfully,

A handwritten signature in black ink, appearing to read 'N. Duval', with a stylized, cursive script.

Nathan Duval,
Assistant City Manager / Capital Facilities Director