

SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET

ITEM NO: C-3

DATE: July 9, 2009

SUBJECT: Eric Irelan. - On-call Transportation Planning Services Contract

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the City Council is to authorize the Mayor to sign an on-call planning services contract (Attachment A) with Eric Irelan not to exceed \$10,000.

STAFF RECOMMENDATION:

Authorize the Mayor to sign a professional services contract with Eric Irelan not to exceed \$10,000 for on-call transportation planning services.

SUMMARY:

The City's Community Development Department has a need from time to time to outsource transportation planning projects in order to meet state deadlines for current development review or Council directed work. The proposed contract will provide for transportation planning services as described in Attachment A through July 1, 2010 including:

1. Development Reviews
2. Long-Range Planning
3. Code and Ordinance Development
4. Permit Process Procedures and System Development
5. Transportation Planning and Modeling
6. Transportation Facility Design and Engineering

FISCAL IMPACT:

Mr. Irelan's hourly rate is \$80.00 which compares very favorably to full-service firms which typically charge more than \$100/hour not including the overhead rate. City staff recommend limiting the contract to \$10,000. This should be sufficient for the scope of

work. Under state law, the City of Sultan is not required to seek competitive bids for professional services such as those considered for this contract.

The City contracted with Eric Ireland for transportation planning services in 2008 to assist with current development and long range planning (GMA compliance). Current planning work would be outsourced to Mr. Ireland only as needed with the understanding and approval from the City's customers of any pass through charges. Long-range planning work would have Council approval either through explicit Council action or implied through a pre-approved budget line-item.

Under the proposed contract work on any particular task would not proceed without written approval of a task with a defined budget limit and detailed scope provided by the City of Sultan. Mr. Ireland will estimate the time and materials necessary to complete a task. Mr. Ireland will alert the City before continuing a service that may exceed the budget.

ALTERNATIVES:

1. Authorize the Mayor to sign a professional services contract not to exceed \$10,000 with Eric Ireland for on-call planning services until July 1, 2010.

This alternative allows the City to have some flexibility in achieving short- and long-term goals in a timely manner. It avoids any delays if services are needed immediately. The City is not obligated to contact Mr. Ireland and request work. The City may contract with other consultants for similar services or bid work if desired.

2. Do not authorize the Mayor to sign a professional services with Mr. Ireland for on-call planning services and direct staff to areas of concern.

A decision not to authorize the Mayor to sign a professional services contract for on-call services will not have any immediate effects on the City's ability to meet customer needs or deliver services. The Council should direct staff to areas of concern regarding the firm, its consulting staff and/or the policy of contracting in advance of an identified need.

RECOMMENDED ACTION:

Authorize the Mayor to sign a professional services contract with Mr. Eric Ireland not to exceed \$10,000 for on-call planning services.

ATTACHMENT

A – On-call Professional Services Contract with Eric Ireland

AGREEMENT FOR SERVICES
BETWEEN THE CITY OF SULTAN AND
ERIC IRELAN

THIS AGREEMENT, is made this 10th day of July, 2009, by and between the City of Sultan (hereinafter referred to as "City"), a Washington Municipal Corporation, and Mr. Eric Irelan, Inc (hereinafter referred to as "Service Provider"), doing business at

WHEREAS, Service Provider is in the business of providing certain services specified herein; and

WHEREAS, the City desires to contract with Service Provider for the provision of on-call planning services as described in Exhibit A scope of work, and Service Provider agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

TERMS

- 1. Description of Work.** Service Provider shall perform work as described in Exhibit A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Service Provider shall not perform any additional services without the expressed permission of the City.
- 2. Payment.**
 - A. The City shall pay Service Provider at the hourly rate set forth in Exhibit A, but not more than a total of ten thousand dollars (\$10,000) for the services described in this Agreement. This is the maximum amount to be paid under this Agreement, and shall not be exceeded without prior written authorization from the City in the form of a negotiated and executed supplemental agreement.
 - B. Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a description of the tasks performed, and shall separate all charges for clerical work and reimbursable expenses. Meal expenses are not allowed as reimbursable expenses.
 - C. If the City objects to all or any portion of any invoice, it shall so notify Service Provider of the same within fourteen business (14) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.
- 3. Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Agreement. As Service Provider is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent,

employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for his acts and for the acts of Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.

4. **Project Name.** On-call Planning Services
5. **Duration of Work.** Service Provider shall complete the work described in Exhibit A on or before July 31, 2010.
6. **Termination.**
 - A. Termination Upon the City's Option. The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to the Service Provider.
 - B. Termination for Cause. If Service Provider refuses or fails to complete the tasks described in Attachment A, or to complete such work in a manner unsatisfactory to the City, then the City may, by written notice to Service Provider, give notice of its intention to terminate this Agreement. After such notice, Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If Service Provider fails to cure to the satisfaction of the City, the City shall send Service Provider a written termination letter which shall be effective upon deposit in the United States mail to Service Provider's address as stated below.
 - C. Rights upon Termination. In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The City Manager shall make the final determination about what services have been satisfactorily performed.
7. **Nondiscrimination.** In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.
8. **Indemnification / Hold Harmless.** The Service Provider shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the

City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

9. Insurance. The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees or subcontractors.

A. **Minimum Scope of Insurance.** Service Provider shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The City shall be named as an insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional insured endorsement GC 20 10 10 01 and GC 20 37 10 01 or substitute endorsements providing equivalent coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. **Minimum Amounts of Insurance.** Service Provider shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

C. **Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Service Provider's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.

2. The Service Provider's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
 - D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
 - E. **Verification of Coverage.** Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work.
 - F. **Subcontractors.** Service Provider shall include each subcontractor as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage shall be subject to all of the same insurance requirements as stated herein for the Service Provider.
10. **Entire Agreement.** The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.
 11. **City's Right of Supervision, Limitation of Work Performed by Service Provider.** Even though Service Provider works as an independent contractor in the performance of his duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Service Provider's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
 12. **Work Performed at Service Provider's Risk.** Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
 13. **Ownership of Products and Premises Security.**
 - A. All reports, plans, specifications, data maps, and documents produced by the Service Provider in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the City.
 - B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.

- 14. Modification.** No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Service Provider.
- 15. Assignment.** Any assignment of this Agreement by Service Provider without the written consent of the City shall be void.
- 16. Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
- 17. Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
- 18. Resolution of Disputes, Governing Law.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Manager, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year above written.

CITY OF SULTAN

By: _____
Carolyn Eslick, Mayor

SERVICE PROVIDER

By: _____
Title: _____
Taxpayer ID #: _____

CITY CONTACT

City of Sultan
319 Main Street, Suite 200
Sultan, WA 98294
Phone: 360-793-2231
Fax: 360-793-3344

SERVICE PROVIDER CONTACT

Phone: _____
Fax: _____

ATTEST/AUTHENTICATED

By: _____
City Clerk

APPROVED AS TO FORM

By: _____
Office of the City Attorney

Exhibit A

Eric Irelan On-Call Planning Services City of Sultan

Scope of Work:

This Scope of Work outlines the services to be provided to the City of Sultan by Irelan Transportation Consulting (ITC) on an on-call basis to support the Public Works Department, Planning Department staffs and other City staff as required. The following tasks are typical of the work expected during the contract.

1. **Planning Services Task:** This task includes the following activities or types of activities:

a. Provide technical, policy and financial transportation analysis and mapping support as requested on a case-by-case basis. This work may include such tasks as:

- i. Traffic analysis and transportation studies;
- ii. Review at the City's request transportation impact analysis reports submitted to the City;
- iii. Review of traffic impact fee mitigation system and ordinances;
- iv. Report preparation;
- v. Preparing supportive public information displays and maps;
- vi. Attend meetings as required in Sultan.

It is the intent of the City to award this as a **Time & Materials** contract, with options to renew the contract annually. Cost/hourly rates will be re-negotiated each year prior to renewing of the contract. The workload is solely dependant upon the needs of the City. *There is no guaranteed minimum or maximum amount of work or fee.*

Hourly Rate:

July 10, 2009 – July 31, 2010 \$80.00/hour