

COUNCILMEMBERS

Position No.

1. Tod Gunther
2. John Kelly
3. Michelle Gehring
4. Dave Harman
5. Nicola McDonald
6. Greg Hogan
7. Scott Drennen



ORTING CITY COUNCIL

Study Session Meeting Agenda
Orting Multi-Purpose Center
202 Washington Ave. S, Orting, WA
July 18, 2018
6PM.

CHAIR, DEPUTY MAYOR DAVE HARMAN

1. CALL MEETING TO ORDER, PLEDGE AND ROLL CALL.

2. COMMITTEE REPORTS

Public Works

+ CM Drennen & CM Gehring

Public Safety

+ CM Kelly & CM Hogan

Community and Government Affairs

+ CM McDonald & CM Gunther

3. STAFF REPORTS

4. AGENDA ITEMS

A. AB18-50-Police Vehicles.

- *Scott Larson*

B. Discussion- Chief of Police.

- *Mayor Penner*

C. AB18-57- SR 162 & 178th 6” Water Crossing and Service Upgrades.

- *Greg Reed*

D. AB18-58- Purchasing Policy.

- *Scott Larson*

E. AB18-59-Puyallup River Lift Station.

- *CM Drennen/CM Gehring*

5. ADJOURNMENT

Motion: To Adjourn.

Upcoming Meeting: Next Regular Meeting: July 25th, 2018, 7pm, (MPC)



**City Of Orting
Council Agenda Summary Sheet**

| | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------|----------------------|----------------|
| Subject: AB18-50 Police Vehicle Purchase | | Committee | Study Session | Council |
| | Agenda Item #: | N/A | AB18-50 | |
| | For Agenda of: | 7/6/2018 | 7/18/2018 | 7/25/2018 |
| | Department: | Police/Finance | | |
| | Date Submitted: | 7/6/2018 | | |
| Cost of Item: | <u>\$212,000</u> | | | |
| Amount Budgeted: | <u>\$21,000</u> | | | |
| Unexpended Balance: | N/A | | | |
| Bars #: | 001-591-21-70-03, 001-591-21-70-02 | | | |
| Timeline: | August 1, 2018 | | | |
| Submitted By: | Chief Chris Gard/Scott Larson | | | |
| Fiscal Note: The City would utilize a Ford municipal lease (a capital lease) to acquire the proposed vehicles with a term of five years and interest rate of 5.7%. Payments would be \$4,047.86 per month. Total 2018 cost would be \$20,239.30, or \$760.70 under budget. The cost to the 2019, 2020, and 2021 Budgets would be approximately \$48,547.32 per year, and approximately \$28,335.02 in 2022. | | | | |
| Attachments: List of Current Police Vehicles, Cost Break Out | | | | |
| SUMMARY STATEMENT: | | | | |
| <p>The City’s police vehicle fleet currently consists of a 2004 Ford Crown Victoria, four 2008 Dodge Chargers, a 2008 Chevrolet Tahoe, two mid 2000 Ford Explorers and four 2015/16 Ford Police Interceptor SUV’s (See Attached table of current police vehicles). While the fleet has a number of cars that have reached the end of their policy life of 10 years or 100,000 miles, the Dodge Chargers have been especially expensive with maintenance over the last few years. Since 2015 the Dodge Chargers have cost the City \$41,379 in repair and maintenance expense verses the other vehicles costing the City \$6,802 in repair and maintenance expense. Orting’s experience with the Charger’s is comparable to other agencies.</p> <p>The Police Chief is proposing that the City purchase four new vehicles including three Police Interceptor SUV’s, and one Police Pickup Truck. The Pickup would be four wheel drive and allow the Police to respond in some of our geographically difficult areas. Included in the total transaction amount is an extended warranty, covering the vehicle up to 8 years or 60,000 miles as well as a maintenance plan that has the same term as the extended warranty. We drive our vehicles an average of 8,000 miles per year, so this term should work well for us. These maintenance and warranty plans would allow the City to have predictable costs of ownership for these four vehicles over the next 8 years.</p> | | | | |
| RECOMMENDED ACTION: Move item to consent agenda for the council meeting on July 25, 2018. | | | | |

| YEAR | MAKE | OFFICER | PLATE | VIN | MILES | MILES/YR | ACQ | R/M | R/M \$/MILE | per yr avg |
|------|-----------------|----------------------|--------|--------|---------|----------|------|--------------------|-------------|-------------------|
| 2004 | Ford Crown Vic* | Lakewood/Hat/Deffitt | 55519D | 161897 | 148,911 | 10,637 | 2013 | \$4,386.82 | Unknown | \$877.36 |
| 2008 | Dodge Charger | Turner/ Burson | 47140D | 294469 | 66,096 | 6,610 | 2008 | \$19,713.04 | \$0.30 | \$1,971.30 |
| 2008 | Dodge Charger | Martineau/ Cassatt | 47139D | 294497 | 79,306 | 7,931 | 2008 | \$15,607.14 | \$0.20 | \$1,560.71 |
| 2008 | Dodge Charger | Gabreluk/Deffitt | 47141D | 294468 | 66,096 | 6,610 | 2008 | \$4,382.79 | \$0.07 | \$438.28 |
| 2008 | Dodge Charger | Cassatt | 48801D | 294496 | 90,689 | 9,069 | 2008 | \$17,443.15 | \$0.19 | \$1,744.32 |
| 2007 | Chevy Tahoe | Gard | 50388D | 290423 | 80,161 | 7,287 | 2010 | \$4,449.01 | \$0.06 | \$404.46 |
| 2006 | Ford Explorer | Boone/Isenhardt | 41422D | A01217 | 78,900 | 6,575 | 2007 | \$10,371.73 | \$0.13 | \$864.31 |
| 2005 | Ford Explorer | Old 101 | 24605D | A67181 | 81,778 | 6,291 | 2007 | \$5,349.85 | \$0.07 | \$411.53 |
| 2015 | Ford Explorer | Taylor | 61086D | B81375 | 43,811 | 14,604 | 2015 | \$2,710.95 | \$0.06 | \$903.65 |
| 2016 | Ford Explorer | Hattaway | 60990D | A17743 | 13,377 | 6,689 | 2016 | \$149.22 | \$0.01 | \$74.61 |
| 2016 | Ford Explorer | Scott | 60991D | A17744 | 14,358 | 7,179 | 2016 | \$99.48 | \$0.01 | \$49.74 |
| 2016 | Ford Explorer | Turner | 60992D | GA1774 | 12,550 | 6,275 | 2016 | \$252.54 | \$0.02 | \$126.27 |
| | | | | | | | | \$84,915.72 | | \$8,272.27 |

* Acquired in 2013

| <u>Police Vehicles Cost Breakout</u> | | |
|--------------------------------------|-----------------|----------------|
| | | |
| | <u>F150 SSV</u> | <u>K8A SUV</u> |
| Vehicle Cost | 32,124.00 | 34,349.00 |
| Ext. Warranty | 1,935.00 | 1,840.00 |
| Maintenance | 1,495.00 | 1,495.00 |
| Upfit | 13,464.15 | 9,756.97 |
| Livery | 950.00 | 950.00 |
| Sub-Total | 49,968.15 | 48,390.97 |
| Tax Vehicle (8.4%) | 2,698.42 | 2,885.32 |
| Tax (8.1%) | 1,445.38 | 1,137.40 |
| Quantity | 1 | 3 |
| Total Price | 54,111.94 | 157,241.06 |
| | | |
| Underwriting Fee | 545.00 | |
| Total | 211,898.00 | |
| | | |
| <u>Pmt's Per Year</u> | <u>12</u> | |
| Term (years) | 5 | |
| Interest | 5.70% | |
| Payment | \$4,047.86 | |
| | | |
| Total Cost Over Term | 242,871.65 | |
| | | |
| 2018 Cost | \$20,239.30 | |
| 2018 Budget | \$21,000.00 | |
| Budget Under/(Over) | \$760.70 | |

DISCUSSION- CHIEF OF POLICE



**City Of Orting
Council Agenda Summary Sheet**

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-------------------------------------------|----------------------|----------------|
| Subject: AB18-57 SR 162 & 178th 6" Water Crossing And Service Upgrades | | Committee | Study Session | Council |
| | Agenda Item #: | | AB18-57 | |
| | For Agenda of: | PW 6.6.18 | 7.18.18 | |
| | | | | |
| | Department: | Public Works Operations, Water Department | | |
| | Date Submitted: | 6-27-18 | | |
| Cost of Item: | <u>\$35,000.00 Design and construction</u> | | | |
| Amount Budgeted: | <u>\$40,000.00 per State Franchise Agreement</u> | | | |
| Unexpended Balance: | <u>\$ N/A</u> | | | |
| Bars #: | 401-594-34-63-30 | | | |
| Timeline: | | | | |
| Submitted By: | Greg Reed, Public Works Director | | | |
| Fiscal Note: \$40,000.00 budgeted for 2018 to lower infrastructure within the State's right-of way. | | | | |
| Attachments: | | | | |
| <p>SUMMARY STATEMENT: The City currently has a number of one inch lines running just outside 178th right-of –way with some of the meters being at the end of the one inch lines. The existing 2” crossing (SR162) is old and does not meet the States minimum bury depth within their right-of-way. By installing a 6” ductile iron water pipe across the State Highway we’ll meet the State’s depth requirement per our Franchise Agreement. It will also allow the City to install a bank of meters just beyond the state right-of-way and reconnect the individual services, beyond the meters will now be the responsibility of the home owners.</p> <p>Seeking authorization for Parametrix to work with the State and design the construction drawing and scope of work, then proceed to put the project out for bid. Would like to have the project completed by the end of September when the water table is low.</p> | | | | |
| RECOMMENDED ACTION: Advance to Consent Agenda for the Council Meeting of July 25, 2018. | | | | |



**City Of Orting
Council Agenda Summary Sheet**

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------|----------------------|----------------|
| Subject:AB18-58 Purchasing Policy Update | | Committee | Study Session | Council |
| | Agenda Item #: | N/A | AB18-58 | |
| | For Agenda of: | N/A | 07/18/2018 | 07/25/2018 |
| | Department: Finance | | | |
| | Date Submitted: 7.12.18 | | | |
| Cost of Item: | | <u>N/A</u> | | |
| Amount Budgeted: | | <u>N/A</u> | | |
| Unexpended Balance: | | <u>N/A</u> | | |
| Bars #: | | N/A | | |
| Timeline: | | N/A | | |
| Submitted By: | | Scott Larson | | |
| Fiscal Note: N/A | | | | |
| Attachments: Purchasing Policy | | | | |
| SUMMARY STATEMENT: The enclosed purchasing policy includes the addition of an allowance to purchase off of the Washington State Department of Enterprise Services Master Use Contracts. Part V is the updated part of the policy and the remainder has been renumbered. | | | | |
| RECOMMENDED ACTION: Review and then move to the consent agenda for the Council meeting of July 25, 2018. | | | | |



City Council of the City of Orting, Washington

Policy No. 2017-05

Purchasing Policy

Approved by Council: _____

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Part I: Purpose

By adopting these procedures, the City Council intends to ensure that the city conduct all purchasing and public works contracting activities in full compliance with Washington law and locally adopted procedures. The intent of this chapter is to provide maximum assurances to the public and to all contractors, consultants and vendors, that Orting's purchasing and contracting practices provide maximum fairness and value in the expenditure of public funds.

These procedures are adopted to:

- Implement the requirements of state laws, local ordinances and administrative procedures thereby assuring the legality of the purchasing process;
- Ensure buying competitively and wisely to obtain maximum value for the public dollars spent.
- Commit that procurement will be impartial and provide the City with the best quality for the best value; and
- Ensure that purchases will be within budget limits and meet goals and objectives approved in the City's Operating and Capital budget.

Part II: Code of Ethics

Code of Ethics (RCW 42.23) "Public employment is a public trust." The public must have confidence in the integrity of its government. The purpose of this Code of Ethics is to give guidance to all employees and elected officials so that they may conduct themselves in a manner which will be compatible with the best interest of themselves and the City of Poulsbo. It is essential that those doing business with the City observe the following guiding ethical standards:

1. Actions of City employees shall be impartial and fair.
2. The City will not accept donations of materials or services in return for a commitment to continue to initiate a purchasing relationship.
3. City employees may not solicit, accept, or agree to accept any gratuity for themselves, their families or others that would or could result in personal gain. Purchasing decisions must be made impartially. The following are examples of items not considered gratuities: Discounts or concessions realistically available to the general population; Items received that do not result in personal gain; Samples to the City used for general City use.

Part III: Conflict of Interest

No City staff or council member may undertake consulting, professional practice or other assignments which would result in a conflict of interest. Any employee of the City who recommends or approves a purchase and who has any financial interest in the firm involved in the purchase shall disclose his or her interest in the firm prior to recommending or approving the purchase.

Part IV: Definitions

Unless the context requires otherwise, the terms as used in this Policy shall have the following meaning:

"Adequate appropriation balance" means sufficient fund balance existing in the appropriation item against which the purchase order is to be charged.

“Bid” means an offer, submitted by a bidder to furnish supplies, materials, equipment and other property in conformity with the specifications, delivery terms and conditions, and other requirements included in the invitation for bids or otherwise required by the city.

“Bidding” means a procedure used to solicit quotations on price and delivery from various prospective suppliers of supplies, materials, equipment, and other city property.

“Capital equipment” means any equipment of the city having an initial value of \$1,000 or more and an estimated useful life of three or more years.

“City administrator” means the City of Orting City Administrator or his/her duly appointed designee. The City Administrator is authorized to delegate any functions and responsibilities set forth in this chapter to administrative staff.

“Contractual services” means professional and nonprofessional service contracts including but not limited to engineering, animal control, janitorial and other contracts entered into for the accomplishments of a particular project or limited period of time.

“Department Heads” means the Mayor, City Administrator, City Treasurer, City Clerk, Police Chief, Court Administrator, Building Official, Public Works Director, and the Parks and Recreation Director.

“Emergency” means, for the purpose of enabling the city to suspend compliance with public bidding and purchasing policies and requirements, an event or set of circumstances which demands immediate action to preserve public health, protect life, protect public property, or to provide relief to the community overtaken by such occurrences.

“Life cycle cost” means the total cost of an item to the city over its estimated useful life, including cost of selection, acquisition, operation, maintenance, and where applicable, disposal, as far as these costs can reasonably be determined, minus the salvage value at the end of its estimated useful life.

“Local bidder” means a firm or individual who regularly maintains a place of business and transacts business in, or maintains an inventory of merchandise for sale in, and is licensed by the city of Orting.

“Phone bids” means a non-written quotation for a product, or service as outlined in Part VII.

“Public property” means any item of real or personal property owned by the city.

“Public work” shall have the meaning set forth in RCW 39.04.010, as now adopted and hereafter amended.

“Purchase order” means an official document used in authorizing the encumbrance of city funds toward the purchase of supplies, materials, equipment and other property.

“Purchasing agent” means the City Administrator or city employee designated by the City Administrator to serve as a purchasing agent. For routine departmental purchases of supplies, in accordance with the City Administrator’s administrative policy, each department director may designate one or more departmental purchasing agent(s).

“Request for Proposal” (RFP) is a method of soliciting competitive bid proposals for a defined scope of work. The proposals would normally include factors to measure qualifications, delivery, and service reputation as well as price. Stated another way, an RFP is a formal invitation from the city to a company to submit an offer. The offer is to provide a solution (or proposal) to a problem or need the city has

identified. An RFP is a solicitation process whereby the judgment of the supplier's experience, qualifications, and solution may take precedence over their cost proposal to the City. The elements of an RFP are:

1. Project Background and Scope of Service
2. Definitions
3. Minimum Qualifications
4. Technical Requirements (if any)
5. Schedule
6. Cost Proposal
7. Submittal Requirements
8. Evaluation Process and Criteria
9. Insurance Requirements
10. Funding Sources (if applicable)

"Request for Qualifications" (RFQ) is a method of soliciting competitive proposals that considers and evaluates companies on the basis of demonstrated competency and qualifications rather than price. This process is typically used for architecture and engineering services where price is not a consideration. An RFQ will generally result in negotiations. The elements of an RFQ are:

1. Project Background and Scope of Services
2. Project Budget and Source of Funding
3. Schedule
4. Minimum Qualifications
5. Submittal Requirements
6. Selection Process/Evaluation Criteria

"Requisition" means a standard form providing detailed information as to quantity, description, estimated price, possible vendors, fund account, signature and other information necessary to make purchasing decisions.

"Responsible bidder" means a bidder who has proven by experience or information furnished to the satisfaction of the City Administrator that current financial resources, production or service facilities, service reputation and experience are adequate to make satisfactory delivery of supplies of acceptable quality, equipment, or contractual services on which he/she bids. A "responsible bidder" has not violated or attempted to violate any provisions of this chapter.

"Responsive bidder" means a bidder who has complied with all requirements contained in the invitation to bid, including the bid packet and specifications, and who has submitted all required documentation, information and bid bond by the deadline for acceptance of bids.

Part V: Washington State Department of Enterprise Services Master Use Contracts

Section 1: Overview

Per the prior authorization of the City Council and per Ch. 39.26 RCW and Ch. 43.19 RCW, the City of Orting is authorized to use the existing contracts for goods and services available through the Washington Department

of Enterprise Services. State Master Use Contracts leverage the state's collective buying power and are established for most frequently purchased products, making for the best use of resources for all types of Washington agencies. As a Washington state municipal government, the city is able and encouraged to purchase items off the master contracts to save staff time and cost in the bidding process. These master contracts were procured by the State in accordance with the applicable bidding laws and regulations.

Section 2: Use of State Master Use Contracts Permitted

Staff is permitted to use the State Master Use Contracts to complete approved purchases, subject to the requirements of the Washington Department of Enterprise Services. Staff shall review the State contract website for the applicable vendor(s), contact the selected vendor(s) to confirm the vendor(s) will honor the state contracting pricing and terms, and prepare contract. All contracts shall be awarded in accordance with Part XI of this Policy.

Section 3: Best Use Practices

For Public Works purchases or projects, the use of State Master Use Contracts shall be limited to purchases and projects with a maximum price of \$50,000. For Public Works purchases and projects above \$50,000, staff are encouraged to follow the applicable bidding sections of this Policy. This limitation shall not apply to purchases unconnected with a Public Works project.

Part VI: Purchases

Section 1. Purchase of supplies, equipment, and materials (unconnected with a Public Works Project)

Items under this category include furniture, computer hardware, office equipment, and operating and maintenance supplies.

Purchases by the city of supplies, equipment, and materials shall be made as provided herein; provided nothing herein shall be construed to prohibit City participation in cooperative purchasing agreements with other municipalities. Department heads are encouraged to obtain on-call and long term service contracts for up to three years for services that are regularly used.

Section 2. Purchases of \$1,000 or less

Supplies, materials, and equipment with a reasonably expected cost of \$1,000 or less may be purchased without formal or informal bidding; provided that City staff will strive to obtain the lowest practical price for such goods or services.

Section 3. Purchases between \$1,000 and \$5,000

Supplies, materials, and equipment with a reasonably expected cost of between \$1,000 and \$5,000 may be purchased without formal bidding but staff are required to get at least three soft "phone bids" before moving forward with the purchase.

Section 4. Purchases between \$5,000 and \$15,000

Informal Bidding. Supplies, materials, and equipment with a reasonably expected to cost more than \$5,000 but less than \$15,000, may be purchased without a formal call for bids as provided in this subsection.

1. The city partners with the Municipal Research Service Center (MRSC) that forms vendor lists for the award of contracts for the purchase of materials, equipment, and supplies with an estimated cost of more than \$5,000 and less than \$15,000.
2. The department director or their designee shall secure written quotations from at least three different vendors whenever possible. The purchase contracts shall be awarded to the lowest responsible bidder.
3. Immediately after the award of the purchase contract is made, the bid quotations obtained shall be recorded and open to public inspection and shall be available by telephone inquiry.
4. The City Administrator or his / her designee, shall post at city hall a list of the contracts awarded using the MRSC at least once a year. The list shall contain the names of vendors awarded contracts, the amount of the contracts, a brief description of the items purchased under the contracts, the dates that the contracts were awarded, and the location where the bid quotations for the contracts are available for public inspection.

Section 5. Purchases over \$15,000

Supplies, material, equipment, or services with a reasonably expected to cost more than \$15,000.00 shall be purchased through a formal call for bids as follows:

1. Staff will prepare bid specifications for the goods or services to be purchased, which shall include an invitation to bid notice, instructions to bidders, general conditions, special bid conditions (if any), terms and conditions, and a bid proposal form indicating the type of response desired from a bidder.
2. A call for sealed bids ("Call for Bid") or request for proposals will be published in a newspaper of general circulation throughout the city not less than one week prior to the date fixed for opening.
3. The Call for Bid or request for proposals will be posted in the same manner as ordinances. The notice shall include a description of the goods or services desired.
4. Bid proposals will be opened on the date and time, and at the place as specified in the specifications or public notices.
5. Staff will prepare tabulation sheets based on the criteria laid out in the Call for Bid and either recommend an award to the lowest responsible bidder, who meets the terms of the specifications, conditions and qualifications or recommend the rejection of any or all bids.
6. The city council shall review the bid proposals, related materials and the recommendation of the staff, and shall award the contract to the lowest responsible bidder.
7. The city administrator may upon review of the materials and recommendations of staff reject any or all bids and make a further call for bids.
8. If bids are not received on the first call, the city may choose either to make a second call for bids or to negotiate directly with any prospective service or supply provider, per RCW 35.23.352(1).

Part VII: Public Works

Contracts for public works as defined in RCW 39.04.010 shall be awarded by competitive bid unless, in appropriate cases, the city elects to proceed according to either the informal bid or small works roster processes provided for herein.

In determining the cost of a public works project, all amounts paid for materials, supplies, equipment, and labor, as well as retail sales and use tax (where required by law) on the construction of that project must be included.

Section 1. Public Works – Informal Bid, \$30,000 or less

1. The city may construct public works by contract, without calling for bids, whenever the estimated cost of the work or improvement, including cost of materials, supplies and equipment will not exceed the sum of: (1) \$30,000 if more than one craft or trade is involved with the public works, or (2) \$20,000 if a single craft or trade is involved with the public works. The term "public works project" means a complete project. Division of the project into units of work or classes of work to avoid the restriction on work that may be performed by day labor on a single project is not permitted.
2. A contract shall be awarded under this section according to the following procedure:
 - A. Staff shall obtain from three or more contractors written quotations of the estimated cost of the public works and maintain those quotes in the records, together with specifications or plans.
 - B. If less than three quotes are obtained because of factors beyond the control of the city, an explanation of those factors, the quotes and the specifications and/or plans for public works shall be maintained in city records.
 - C. Quotes shall be presented to the Public Works Committee for evaluation and determination of the lowest responsible bidder.
 - D. After evaluation and recommendation by the Public Works Committee, the city council may accept the bid submitted by the lowest responsible bidder.
 - E. In addition, the city may use its own public works force to complete the public works necessary without the necessity of informal bidding.

Section 2. Public Works – Small works roster, \$100,000 or less

1. The city contracts with MRSC for maintenance of a small works roster, consisting of all responsible, licensed contractors requesting to be included for award of public works contracts not to exceed \$100,000.
2. The city may award a contract for \$100,000 or less off of the small works roster using the following procedure:
 - A. The director of public services shall obtain written quotations, from the small works roster. Whenever possible, the city shall invite at least five contractors to submit quotations, including, whenever possible, at least one otherwise qualified woman or minority contractor. The city may invite all appropriate contractors on the roster to submit quotations. Once a contractor has been afforded an opportunity to submit a quotation, that contractor shall not be offered another opportunity until all other appropriate contractors on the roster have been afforded an opportunity to submit a quotation on a contract.
 - B. The city's invitation for quotations shall include an estimate of the scope and nature of the work to be performed, and the materials and equipment to be furnished.
 - C. The city shall award the contract to the lowest responsible bidder.

- D. Immediately after awarding a contract, the director of public services shall record the bid quotations obtained for the contract. The bid quotations shall be open to public inspection.

Section 3. Public Works – Formal bidding, \$100,000 or more

Public works with a reasonably expected cost of \$100,000 or more shall be let by formal bid as provided herein:

1. Formal bidding procedure:
 - A. Staff will prepare bid specifications for completion of the public works project upon prior authorization by the city council.
 - B. A call for sealed bids (“Call for Bids”) will be published in the official newspaper, or a newspaper of general circulation most likely to bring responsive bids, once a week for two consecutive weeks prior to the date fixed for the opening of bids.
 - C. The Call for Bids will be posted in the same manner as ordinances.
 - D. The Call for Bids shall contain the following:
 1. Description of the nature of work;
 2. State where the plans and specifications are on file;
 3. State that the bids must be sealed and filed with the city before a specific date;
 4. State what criteria will be used to score the bids
 5. State that bids must be accompanied by bid proposal deposit which will be at least five percent of the bid in the form of a cashier's check or postal money order or surety bond made out to the city and specify that no bids will be considered without this deposit.
2. Bids will be opened on the date and time and at the place as specified in the bid specifications, requests for proposals, advertisements and public notices.
3. Staff will prepare bid tabulation sheets based on the criteria laid out in the Call for Bids, and either recommend an award to the lowest responsible bidder who meets the terms of the specifications, conditions and qualifications, or recommend the rejection of all bids received.
4. The City Council shall review the bids, specifications and related materials and the recommendations of staff and shall award the contract to the lowest responsible bidder.
5. The city council may, upon review of the materials and recommendations of staff, reject all bids if it is determined that a bidder is non-responsive or not-responsive, and may make a further call for bids.
6. If bids are not received on the first call, the city may choose either to make a second call for bids or to negotiate directly with any prospective public works contractor.

Part IIX: Service Contracts

Contracts for services that are not for: (1) public works or (2) a qualifying professional service set out in RCW 39.80.020, do not require a competitive bidding process, per state law. However, the city would like to utilize a competitive process to ensure that taxpayer dollars are being put to their highest and best use. To that end, this city will follow the following processes:

1. For service contracts estimated to be less than \$5,000 no competitive process is required but staff should be able to show that the price is reasonable and the provider is qualified.
2. For service contracts estimated to be more than \$5,000 but less than \$20,000 staff should obtain three written quotes from qualified providers, or alternatively they may use a more formal RFP/RFQ process as described herein.
3. For service contracts estimated to be more than \$20,000 staff should use a formally advertised RFP/RFQ process as described herein.

Part IX: Architect and Engineer Services (A&E)

The City must follow chapter 39.80 RCW for procuring A&E professional services, as defined at RCW 39.80.020. Architectural and Engineering consultants are initially selected based upon their qualifications through a Request for Qualifications (RFQ) process, rather than price (see RCW 39.80.050). After selecting a consultant of this type via the RFQ process, the city will negotiate a contract with the most qualified firm at a price which the City determines fair and reasonable. In so negotiating, the city shall take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature. If the city is unable to negotiate a satisfactory contract with the firm selected at a price the city determines to be fair and reasonable, negotiations shall be terminated and the city shall begin negotiations with the next highly qualified firm.

Part X: Waivers and Exemptions

Section 1 Emergency Purchases

It is the intent as adopted by the City Council of Orting that the Mayor, or his designee, be authorized to waive the requirements of competitive bidding in the event of an emergency as defined by RCW 39.04.280. The Mayor or his designee shall comply with all portions of RCW 39.04.280 in the event of an emergency. The City Council through resolution may also waive competitive bidding requirements in circumstances defined within RCW 39.04.280. In any waiver of competitive bidding requirements, public disclosure and review shall be produced per the requirements as defined in RCW 39.04.280.

Section 2 Sole Source Supply

These requirements for purchasing or public works also may be waived by resolution of the City Council declaring that the purchase or public work is either clearly and legitimately limited to a single source or supply, or the materials, supplies, equipment, or services are subject to special market conditions, and recites why this situation exists.

Part XI Purchasing Authority

Purchasing authority as described below is based on a complete contract price. Contracts that last multiple years shall have each years' cost aggregated to determine the entire contract value. Purchasing authority is also project-limited. If the project requires purchases from multiple vendors, costs from each vendor shall be aggregated to determine how a purchase is approved.

Section 1. Authorities for Budgeted Items:

1. Purchases of \$3,000 or less may be approved by Department Directors
2. Purchases between \$3,001 and \$10,000 may be approved by the City Administrator
3. Purchases between \$10,001 and \$25,000 may be approved by the Mayor
4. Purchases above \$25,001 are required to be approved by the City Council

Section 2. Authorities for non-Budgeted Items:

1. Purchases of \$1,000 or less may be approved by Department Directors
2. Purchases between \$1,001 and \$2,500 may be approved by the City Administrator
3. Purchases between \$2,501 and \$10,000 may be approved by the Mayor
4. Purchases above \$10,001 are required to be approved by the City Council

Section 3. Emergency Authority

This section applies only when the mayor has declared an emergency and must comply with part 4.1 above.

1. The Incident commander and the mayor, their designee or successor as defined by the Continuity of Operations plan, in the event of a declared emergency are authorized to spend or commit any needed resources to preserve life and property.

Part XII: Credit Cards

The City shall provide the Mayor and department heads (or their designees, as approved by the Finance Committee) with a City credit card for traveling or purchasing budgeted items. It is the policy of the City that purchases on credit cards be minimized as much as possible. It is the responsibility of each card holder to save their receipts and provide them to the accounts payable clerk. The finance director may require a reconciliation from the card holder if they have more than ten transactions per month.

Section 1. Credit Limits

The following limits shall apply:

1. The Mayor, the City Administrator, and the City Treasurer shall have full access to the city's credit limit.
2. The Police Chief shall have a limit of \$15,000.
3. The Public Works Director shall have a limit of \$5,000.
4. All other directors shall have a limit of \$1,500.
5. The Public Works Administrative Assistant shall have a limit of \$3,000.
6. All others who have credit cards shall have limits of \$500.
7. In the case of a declared emergency, the Incident commander and all city directors shall have full access to the credit limit of the City.



**City Of Orting
Council Agenda Summary Sheet**

| | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------|----------------------|----------------|
| Subject:AB18- 59 Puyallup River Lift Station Upgrades – Scope and Budget | | Committee | Study Session | Council |
| | Agenda Item #: | PW | AB18-59 | |
| | For Agenda of: | 7.11.18 | 7/18/18 | |
| | | | | |
| | Department: | Public Works | | |
| | Date Submitted: | 7/11/18 | | |
| Cost of Item: | _ \$ 73,870 | | | |
| Amount Budgeted: | _ \$75,000 | | | |
| Unexpended Balance: | _ \$1,130 | | | |
| Bars #: | 408-594-35-41-15 | | | |
| Timeline: | | | | |
| Submitted By: | JC Hungerford, PE | | | |
| Fiscal Note: | | | | |
| Attachments: Scope and Budget for professional services | | | | |
| <p>SUMMARY STATEMENT: At this time, the Puyallup River Lift Station is failing. The lift station and existing electrical panel were originally installed around 1994. The current sanitary sewer lift station is approaching its 25 year design life per EPA standards. The existing pumps motors have been failing over the last few years and PumpTech has been onsite numerous times to provide service. The Puyallup River lift station currently has two controls panels, one above grade and one located in the pump station dry well. The above grade control panel houses the SCADA telemetry system that communicates pump station status information back to the Waste Water Treatment plant. The dry well pump control panel houses the motor controls for the stations two dry well pumps. This control panel has been modified several times over the years and is in dire need of updating and brought up to current city and electrical standards. Upgrades to the pump motor control panel should take into account additional information or control options currently not utilized by the city’s SCADA system. Due to the age of the station, PumpTech has recommended that the entire station be rehabilitated, noting that the pumps are at a state that it is no longer economically feasible to rebuild the pumps.</p> <p>Due to rejection of bids on the Rainier Meadows Lift Station Upgrades project, this scope will combine both lift stations into one contract.</p> | | | | |
| RECOMMENDED ACTION: REVIEW AND MOVE FORWARD TO THE CONSENT AGENDA FOR THE 7.25.18 MEETING. | | | | |

SCOPE OF WORK

City of Orting Puyallup River Lift Station Upgrades

SCOPE SUMMARY

At this time, the Puyallup River Lift Station is failing. The lift station and existing electrical panel were originally installed around 1994. The current sanitary sewer lift station is approaching its 25 year design life per EPA standards. The existing pumps motors have been failing over the last few years and PumpTech has been onsite numerous times to provide service. The Puyallup River lift station currently has two controls panels, one above grade and one located in the pump station dry well. The above grade control panel houses the SCADA telemetry system that communicates pump station status information back to the Waste Water Treatment plant. The dry well pump control panel houses the motor controls for the stations two dry well pumps. This control panel has been modified several times over the years and is in dire need of updating and brought up to current city and electrical standards. Upgrades to the pump motor control panel should take into account additional information or control options currently not utilized by the city's SCADA system. Due to the age of the station, PumpTech has recommended that the entire station be rehabilitated, noting that the pumps are at a state that it is no longer economically feasible to rebuild the pumps. This project is budgeted for in the 2018 City of Orting budget.

It is assumed that the pumps in the pump station will be replaced, all electrical equipment will be replaced, and that the current wet well will be rehabilitated as needed. The electrical and control panels will be installed in a weather tight enclosure. This station will be modeled after both High Cedars and Rainier Meadows Lift Stations.

TASK 1 – PROJECT MANAGEMENT

Objectives

The project management task will include the following:

- Tracking the project scope, schedule, and budget.
- Ongoing meetings with the design team to discuss the scope, schedule, and budget for this project design.
- Weekly budget tracking is performed to update team members on remaining funds/effort.
- Quality Assurance and Quality Control will be provided by a senior engineer.

Deliverables

There are no deliverables for this task.

Assumptions

There are no assumptions for this task.

TASK 2 – TOPOGRAPHIC SURVEYING

Objectives

The purpose of this task will be to perform an existing conditions field survey of the existing lift station site and prepare a basemap for design of new facilities. The surveyed area will be the pump station site, near the Calistoga Bridge, with limits extending approximately 100 feet around the lift station. Horizontal and vertical control will be established throughout the site. Mapping will be performed within the above-described limits and include but not be limited to curb gutter and sidewalks, edge of pavement, signs, structures abutting the right-of-way, visible utilities including services, and sufficient ground shots to generate 1-foot contours. Storm and sanitary structures will be opened and measurements taken to identify size, type, and invert elevation of all visible pipes.

The following subtasks will be performed under this task work:

- The existing force main is not expected to be “locatable” due to its material, and therefore every effort will be made to map the original location, using either existing easements or other means of surface location by the City.
- Right-of-way and parcel lines will be based upon available City and County records including assessor maps, plats, and survey monumentation found during the course of the field survey.
- Office CAD staff will process survey data and complete a base map for use during design.

Deliverables

- Topographic base map in AutoCAD Civil 3D Release 2013 format.
- Four legal descriptions and easement exhibits in hardcopy and electronic format.

Assumptions

- Horizontal control will be NAD 83/2011 per GPS observations and the WSRN network.
- Vertical control will be NAVD 88 per GPS observations and the WSRN network.
- The City will locate all City-owned utilities prior to the topographic survey. Should potholing be required, the City will provide this service by contracting with a potholing company.

TASK 3 – LIFT STATION REHAB

Objectives

The purpose of this task will be to provide electrical, mechanical and structural design for the sewer lift station improvements. The existing wet wells will be utilized in place and new pumps installed. Electrical and controls panels will be installed in a weather tight enclosure. A new control panel, similar to the control panel at the city’s Carbon River Pump Station and High Cedars, will be designed to provide pump station control and SCADA communications to the city’s Wastewater Treatment Plant. The new control panel will be designed and installed to meet current NEC regulations. The following subtasks will be performed under this task of work:

- Mechanical design of lift station including pump selection.
- Steady state hydraulic design.

SCOPE OF WORK (continued)

- Electrical design of SCADA compliant components to provide a communication link the Orting Wastewater Treatment Plant
- Electrical design to upgrade all components to be NEC compliant.
- Design sheets and P&ID will be provided.
- Technical specifications will be provided for the above tasks.
- A 60-percent design meeting will be held with the City Public Works Director to discuss the design and recommended improvements on or before August 15, 2018.

Deliverables

- Drawing and specifications for the lift station improvements. Up to 1 general sheet, 1 demolition sheets, 2 P&ID sheets, 1 civil sheets, 1 structural sheets, 5 mechanical sheets, and 8 electrical sheets will be included.

Schedule Assumption

- Complete the design of the sanitary lift station on or before October 31, 2018.

Assumptions

- Pump Control System will be “fill and draw” with lead pump alternation as the present pump station is designed.
- Control system and SCADA will duplicate the design at High Cedars lift station.
- The proposed sewage pumps will match the existing sewage pumps.
- The sewage pump motors will be the same voltage and horsepower as the present motors so that no changes to the existing PSE transformer will be required.
- A new pump station flow meter, installed in a separate vault, will be added to the lift station discharge line.

TASK 4 – BIDDING ASSISTANCE

Objectives

This task will cover services related to producing necessary documents. The following activities demonstrate the scope of these services:

- Reproduction of 8 sets of plans and specifications for Parametrix files, contractor purchase, and plan center use.
- Creating and placing project advertisement. One advertisement will be placed in the Tacoma News Tribune and one advertisement will be placed in the Daily Journal of Commerce.
- Addressing bidder questions.
- One contract addendum.
- Distributing plans and plan holders list.

SCOPE OF WORK (continued)

- Attending bid opening, assembling bid tab, and reviewing submittals to determine contractor responsiveness.
- Recommendation of award letter.

Deliverables

- Eight sets of plans and specifications.
- One contract addendum.
- Recommendation of award letter with certified bid tabulation.

Assumptions

There are no assumptions for this task.

Client: City of Orting
 Project: City of Orting On-call 2014-2017
 Project No: 2161711020

| Task | SubTask | Description | Labor Dollars | Burdened Rates: | | | | | | | | | | | | | | | | |
|----------------------|---------|-------------------------------------|--------------------|-----------------|------------------------|-------------------|-------------------|-------------------|-------------------------------|-------------------|--------------------|-------------------|-------------------------|-------------------|-------------------------|------------------------|-----------------------|------------------------------|-------------------|----|
| | | | | Surveyor III | Electrical Designer II | Sr Engineer | Designer IV | Sr Designer | Sr Project Control Specialist | Sr Engineer | Sr Consultant | Technical Lead | Water Solutions Div Mgr | Survey Supervisor | Electrical Designer III | Sr Electrical Engineer | Sr Project Accountant | Publications Specialist I/II | | |
| | | | | \$100.00 | \$110.00 | \$180.00 | \$145.00 | \$160.00 | \$120.00 | \$155.00 | \$190.00 | \$125.00 | \$200.00 | \$160.00 | \$115.00 | \$180.00 | \$105.00 | \$95.00 | | |
| 2015 | | Puyallup River Lift Station Upgrade | \$72,670.00 | 522 | 8 | 80 | 8 | 24 | 60 | 24 | 84 | 8 | 8 | 44 | 8 | 100 | 40 | 2 | 24 | |
| | 01 | Project Management | \$7,250.00 | 46 | | | | | | 20 | | | | 8 | | | | | 2 | |
| | 02 | Topographic Survey | \$3,080.00 | 24 | 8 | | | | | | | | | 8 | | 8 | | | | |
| | 03 | Lift Station Rehab | \$59,360.00 | 428 | | 80 | 8 | 24 | 60 | | 80 | 16 | | | | 100 | 40 | | | 20 |
| | 04 | Bidding Assistance | \$2,980.00 | 22 | | | | | | 8 | 8 | | | 2 | | | | | | 4 |
| Labor Totals: | | | \$72,670.00 | 520 | 8 | 80 | 8 | 24 | 60 | 28 | 88 | 32 | 8 | 10 | 8 | 100 | 40 | 2 | 24 | |
| Totals: | | | \$72,670.00 | | \$800.00 | \$8,800.00 | \$1,440.00 | \$3,480.00 | \$9,600.00 | \$3,360.00 | \$13,640.00 | \$6,080.00 | \$1,000.00 | \$2,000.00 | \$1,280.00 | \$11,500.00 | \$7,200.00 | \$210.00 | \$2,280.00 | |

| | |
|------------------------------|--------------------|
| Subconsultants | |
| APS Locates | \$ 1,000.00 |
| Subconsultants Total: | \$1,000.00 |
| Direct Expenses | |
| Mileage | \$ 60.00 |
| Survey Equipment | \$ 140.00 |
| Subconsultants Total: | \$200.00 |
| Other Direct Expenses | |
| Project Total | \$73,870.00 |