

ITEM # 25
DATE: 01-13-15

COUNCIL ACTION FORM

SUBJECT: TEMPORARY CONTRACT INSPECTION SERVICES CHANGE ORDER

BACKGROUND:

In late March of 2014, the Public Works Engineering staff experienced the sudden loss of Ed Kray, a Senior Engineering Technician, to cancer. This loss dealt a blow personally and professionally to the department. Ed had over 12 years experience in inspection and administration of Capital Improvement Projects and subdivision construction with the City. Staff determined that, to provide the excellent customer service our citizens expect, it was necessary to temporarily fill this Senior Engineering Technician position until recruitment for the open position was completed.

Staff contacted several consulting engineering companies in April 2014 and received verbal quotes for hourly inspection work. Staff eventually issued a purchase order to FOX Engineering to provide construction inspection for the temporary period from May 12, 2014 to approximately July 4, 2014 in the amount of \$24,000.

Staff continued to pursue the recruitment of a new Senior Engineering Technician with the Human Resources Department. Candidates were interviewed in June 2014. Unfortunately, no suitable candidate was found. Staff felt that this recruitment was unsuccessful due to the time of year being in the middle of the construction season. Thus, it was determined that waiting until the construction season was winding down provided the opportunity to attract better candidates. Due to the initial unsuccessful recruitment, a temporary Senior Engineering Technician supplied by FOX Engineering was still necessary to provide the customer service and inspection and was utilized until late October 2014.

This Change Order No. 1 to the FOX purchase order is needed to extend the purchase order to cover the additional work that was performed. The change order amount is \$49,750.50, bringing the overall amount of the purchase order to \$73,750.50.

Funding for this assistance is realized by savings from personnel salaries and benefits from the vacant position. Staff has finalized recruitment for the Senior Engineering Technician, and the new hire will begin work later this month.

ALTERNATIVES:

1. Approve the change order to Fox Engineering in the amount of \$49,750.50.
2. Direct staff to make modifications to this change order.

MANAGER'S RECOMMENDED ACTION:

Approval of this change order will allow the City to close out the purchase order and return to normal staffing levels.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1 as described above.