

## **MEMORANDUM**

**To:** Mayor and City Council

**From:** Christopher Pike, Finance Director

**Date:** April 28, 2014

**Subject:** **Approval to Renew Contract with Clark Patterson Lee Engineers, Surveyor, and Architects**

---

### **ITEM DESCRIPTION**

To exercise the City's option to retain Clark Patterson Lee Engineers, Surveyor, and Architects as Planning and Permits & Inspections municipal services providers for the fourth year of the contract.

### **BACKGROUND**

The City initiated the RFP process in March, 2011 for governmental services to be provided to the City starting in January, 2012. We received 31 proposals from 20 firms. The 2011 Requests for Proposals (RFP) for Governmental Services strategically expanded the number of proposals solicited by breaking out Information Technology, Public Relations and Marketing and Parks and Recreation as individual service areas. Previously, those services were combined with other categories. The City encouraged firms to provide discounted pricing for services if multiple service areas were awarded to a single firm.

The contract terms called for a set pricing for up to four years. The fourth year's term was an optional term at the City's discretion to be approved by Council. This contractor has performed at a satisfactory level.

### **ALTERNATIVES**

Council may choose to rebid the contract in 2014 instead of exercising the option for the fourth year.

### **RECOMMENDED ACTION**

It is respectfully requested Council renew the contract with Clark Patterson Lee Engineers, Surveyor, and Architects, PE for the fourth year of the service contract.