

AGENDA ITEM REPORT

DATE: September 5, 2023
DEPARTMENT: Procurement Management
REQUESTER: Mary Tucker
TITLE: Approve Price Increase for Miscellaneous Professional Services - WSP USA

I. MOTION REQUESTED

A) Approve the Requested Price Increase for the annual contract with WSP USA Environment & Infrastructure, Inc. under CN200224JJB Miscellaneous Professional Services through October 5, 2024, for all line items listed in the attached Tabsheet.
 B) Grant the County Manager or designee the authority to execute any documents associated with the price increase on behalf of the Board of County Commissioners.

II. ITEM SUMMARY

Approves the Requested Price Increase of an average of 5.0%, for the annual contract with WSP USA Environment & Infrastructure, Inc. to provide professional services Countywide through December 5, 2024. The contract provides for annual requested price increase adjustment at the written request of the vendor. Total expenditures for WSP USA Environment & Infrastructure, Inc., an engineering consulting firm for project design, inspection services, utility relocation, etc., to provide these services during Fiscal Year 22-23 were \$0.00.

III. BACKGROUND AND IMPLICATIONS OF ACTION

A) Board Action and Other History

On December 1, 2020, the Board of County Commissioners awarded CN200224JJB, Miscellaneous Professional Services to a pool of 38 firms, to supply and provide professional services, Countywide on an as needed basis. The original term of the contract was for an initial period of three years with an option to renew for an additional period of up to three years. Board approval will allow for a 5.0%, to WSP USA Environment & Infrastructure, Inc., for the renewal of the annual contract to provide professional services Countywide through December 5, 2024.

Total expenditures for WSP USA Environment & Infrastructure, Inc., to provide these services during Fiscal Year 22-23 were \$0.00.

B) Policy Issues

C) BoCC Goals

D) Analysis

E) Options

IV. FINANCIAL INFORMATION

A)	Current year dollar amount of item:	See Comments below.
B)	Is this item approved in the current budget?	Yes
C)	Is this a revenue or expense item?	Expense
D)	Is this Discretionary or Mandatory?	Discretionary
E)	Will this item impact future budgets? If yes, please include reasons in III(D) above.	No
F)	Fund: Program: Project: Account Strings:	
G)	Fund Type?	General Fund
H)	Comments: Expenditures will be as needed and within the department's annual adopted budgets.	

V. RECOMMENDATION

Approve

VI. TIMING/IMPLEMENTATION

VII. FOLLOW UP

ATTACHMENTS:

Description	Upload Date	Type
<u>Signed WSP Change Order 1 OCR</u>	8/21/2023	Change Order
<u>WSP Tabsheet for Price Increase OCR</u>	8/21/2023	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Procurement Management	Tucker, Mary	Approved	8/24/2023 - 9:10 AM
Budget Services	Henkel, Anne	Approved	8/24/2023 - 11:45 AM
Budget Services	Winton, Peter	Approved	8/24/2023 - 3:55 PM
County Attorney	Swindle, Amanda	Approved	8/24/2023 - 4:16 PM
County Manager	Winton, Peter	Approved	8/25/2023 - 9:21 AM