



## RESOLUTION NO. U-11019

1 A RESOLUTION related to the purchase of materials, supplies, equipment  
2 and the furnishing of services; authorizing the City officials to enter into  
3 contracts and, where specified, waive competitive bidding requirements,  
4 authorize sale of surplus property, or increase or extend existing  
5 agreements.

6 WHEREAS the City of Tacoma, Department of Public Utilities, requested  
7 bids/proposals for the purchase of certain materials, supplies, equipment and/or  
8 the furnishing of certain services, or proposes to purchase off an agreement  
9 previously competitively bid and entered into by another governmental entity, or  
10 for the sales of surplus, or desires to increase and/or extend an existing  
11 agreement, all as explained by the attached Exhibit "A," which by this reference  
12 is incorporated herein, and

13 WHEREAS in response thereto, bids/proposals (or prices from another  
14 governmental agreement) were received, all as evidenced by Exhibit "A," and

15 WHEREAS the Board of Contracts and Awards and/or the requesting  
16 division have heretofore made their recommendations, which may include  
17 waiver of the formal competitive bid process because it was not practicable to  
18 follow said process, or because the purchase is from a single source, or there is  
19 an emergency that requires such waiver, and/or waiver of minor deviations, and  
20 in the case of sale of surplus, a declaration of surplus has been made certifying  
21 that said items are no longer essential for continued effective utility service, as  
22 explained in Exhibit "A," and  
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WHEREAS the Director requests authorization, pursuant to

TMC 1.06.269 A, to amend contract amounts up to \$200,000 and to approve term extensions and renewals for all items contained in Exhibit "A;" Now, therefore,

BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY OF TACOMA:

That the Public Utility Board of the City of Tacoma hereby concurs and approves the recommendations of the Board of Contracts and Awards and/or the requesting division, and approves, as appropriate: (1) the purchase and/or furnishing of those materials, supplies, equipment or services recommended for acceptance; (2) the sale of surplus materials, supplies or equipment recommended for acceptance; (3) the Interlocal agreement that authorizes purchase off another governmental entity's contract; (4) the increase and/or extension of an existing agreement, and said matters may include waiver of the formal competitive bid process and/or waiver of minor deviations, all as set forth on Exhibit "A," and authorizes the execution, delivery and implementation of appropriate notices, contracts and documents by the proper officers of the City for said transactions, and (5) the administrative authority of the Director, per TMC 1.06.269 A., to amend contract amounts up to \$200,000 and to approve term extensions and contract renewals for all items in Exhibit "A."

Approved as to form and legality:

  
\_\_\_\_\_  
Chief Deputy City Attorney

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Clerk

Adopted \_\_\_\_\_



City of Tacoma

U=11019  
#1  
July 25, 2018

Contract and Award Letter  
Purchase Resolution – Exhibit "A"

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**TO:** Board of Contracts and Awards  
**FROM:** Andy Cherullo, Finance Director  
Michael San Soucie, Treasury Manager  
**COPY:** Public Utility Board, Director of Utilities, Board Clerk, City Council, City Manager,  
City Clerk, SBE Coordinator, LEAP Coordinator, and Alex Clark,  
Finance/Purchasing  
**SUBJECT:** Citywide Collections; RFP Specification No. F118-0087F – Public Utility Board  
July 25, 2018, City Council July 31, 2018  
**DATE:** July 6, 2018

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**RECOMMENDATION SUMMARY:**

Finance Department recommends a contract be awarded to Ray Klein Inc., DBA Professional Credit Service, Tukwila, WA, for citywide collection services, for an initial contract term of three years with the option to renew for three additional one-year terms, for a projected contract value of \$2,718,280 (none of which is paid by the City).

**STRATEGIC POLICY PRIORITY:**

This contract will assist the City in meeting the following policy priority:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

**BACKGROUND:**

The City released a Request for Proposals (RFP) to acquire citywide collection services for delinquent customer accounts. Ten companies responded to the RFP. A review panel consisting of eight representatives, one from each of the affected departments, reviewed the ten submittals. After this initial review of the ten proposals, interviews were conducted with the top five finalists. During the interview process, one company separated itself from the competition and made a substantial case of why it should be the chosen vendor to provide the required services.

**ISSUE:** City departments have accounts that become difficult to collect. Without the use of an entity that specializes in the collection of delinquent accounts, the City would otherwise be writing off as uncollectible larger amounts of accounts and dollars.

**ALTERNATIVES:** The alternative to hiring a collection agency is for the City to spend its resources of time and money trying to attempt to collect on these accounts. This drains resources the City can otherwise use toward more direct customer service type functions on a daily basis. This method of collecting on these accounts is not preferred.

**COMPETITIVE SOLICITATION:**

Request for Proposals F118-0087F was opened April 3, 2018. Seventeen companies were invited to bid in addition to normal advertising of the project. Ten submittals were received. The submittals were evaluated by Qualifications/Experience, Customer Service, Financial Impact, Departmental Accommodation, and Small Business Enterprises. After the first round of ranking, the top five were invited for interviews. During interviews, Professional Credit Service excelled



by demonstrating a much more friendly approach to contact letters and the website resources. After interviews, the Professional Credit Service was the highest ranked vendor. Professional Credit Service is being recommended for award because they demonstrated a much more customer friendly approach for both the City and the customers that will interact with the company. The final ranking after interviews were as follows:

<u>Respondent</u>	<u>Location</u> <i>(city and state)</i>	<u>Score</u>
<b>Professional Credit Service</b>	<b>Vancouver WA</b>	<b>1</b>
Transworld Systems Inc.	Fort Washington PA	2
Alliance One	Gig Harbor WA	3
PMT Solutions	Bellevue WA	4
Exela Technologies	Norcross GA	5
LJ Ross Associates Inc.	Jackson MI	6
IC System Inc.	St. Paul MN	7
Municipal Services Bureau	Austin TX	8
Lifequest Services	Wautoma WI	9
Turbo Debt Recovery	Columbus OH	10

CONTRACT HISTORY: New Contract

SUSTAINABILITY: Sustainability was considered in the evaluation of Qualifications and Experience

SBE/LEAP COMPLIANCE: Firms that were SBE compliant received 5 points as part of the evaluation.

**FISCAL IMPACT:**

There will be no fiscal impact to the City. The awarded vendor will receive all compensation from fees collected from the debtor.

Approved:

Linda McCrea  
Interim Director of Utilities

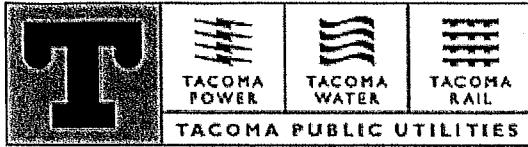


EXHIBIT "A"

RESOLUTION NO.: U-11019

ITEM NO.: #2

MEETING DATE: JULY 25, 2018

**TO:** Board of Contracts and Awards

**FROM:** Chris Robinson, Power Superintendent, Tacoma Power  
Chris Mattson, Generation Manager, Tacoma Power  
Jeromy Adams, Environmental Compliance Manager, Generation/Natural Resources

**COPY:** Public Utility Board, Director of Utilities, Board Clerk, SBE Coordinator, LEAP Coordinator, Keith Underwood/Natural Resources, and Kimberly Ward/ Finance-Purchasing

**SUBJECT:** Extension of Architectural and Engineering Roster for Professional Services contract with Environmental Resources Management West INC  
Contract No. 4600012059

**DATE:** July 10, 2018

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**RECOMMENDATION SUMMARY:**

Tacoma Power requests approval to increase contract No. 4600012059, to **ERM-West Inc., a California State corporation**, by \$300,000 for environmental regulatory compliance support. This increase will bring the contract to a cumulative total of \$500,000, plus any applicable taxes.

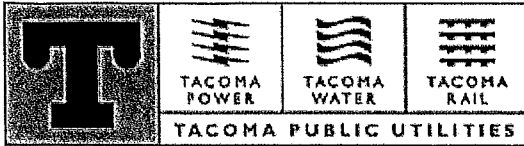
**BACKGROUND:**

**ISSUE:** There has been greater demand for ERM-West Inc. services than originally contemplated resulting in an earlier than expected consumption of contract funding. ERM-West Inc. is currently engaged in the following ongoing projects:

1. The Cushman Substation Environmental Site Assessment is a larger project than originally anticipated requiring additional sampling efforts to clearly delineate areas of impact in preparation for potential remediation and/or sale in the future.
2. The Cushman Resort Environmental Site Assessment and Hazardous Building Survey is partially complete and needs additional funds to complete in order to address environmental requirements associated with potential future construction and demolition plans at the site.

These projects are time sensitive and cannot afford delays without impacting subsequent site remediation, sale, and construction/demolition schedules and budgets. The increase will allow these projects to be completed without delays. The additional funds will also allow Tacoma Public Utilities to continue using this contractor on similar projects in the future.

We are asking the PUB to approve an increase of \$300,000 in order to continue this critical work, \$47,769.00 needed for completion of current projects, and build upon the existing environmental programs like Hydroelectric Project & Substation Spill Prevention Control & Countermeasure program improvements, Waste minimization programs, and environmental site assessments of current and SAP Environmental Information Solutions module implementation support, \$252,231.00 requested for future contract use. Funds for this contract are available in the 2017-2018 budgets and will be funded by each division of Tacoma Public Utility depending upon need for service. No additional time extension beyond what is already stated in the existing contract is being considered at this time.



**ALTERNATIVES:** While these activities could be performed by other firms at comparable cost Tacoma Public Utility would lose efficiencies. A new contractor would be required to duplicate past work to understand these two existing projects which would cause project delay and increase the overall project cost. Finding a firm possessing the level of understanding between the complex interworking's of electrical utility operations and environmental regulations may also prove difficult.

ERM-West Inc. has a unique combination of environmental regulations and power utility operations and infrastructure expertise that has provided cost efficiencies. For example, during the Cushman Substation Environmental Site Assessment, two days of field work were eliminated simply through understanding areas of likely impact resulting from electrical operations and targeted sampling.

**COMPETITIVE ANALYSIS:**

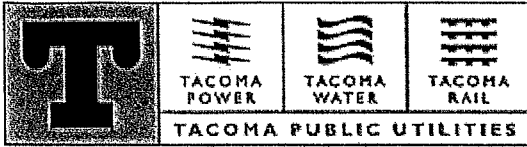
ERM-West Inc. was selected from the Architectural and Engineering Roster (Request for Qualifications CT12-0001F), based on their unique qualifications to perform air quality and climate change, contaminated site management, SAP Environmental Information Solutions support, sustainability and resource management strategy support across hydroelectric power generation, fish rearing, power transmission and distribution, and substation operations and infrastructure environmental programs. These qualifications are necessary for the success of our environmental compliance programs at the Tacoma Power's Hydroelectric Project and Transmission & Distribution operations as required by Washington state and federal law.

**CONTRACT HISTORY:** A \$200,000.00 contract was originally awarded to ERM-Inc. in August 2016 for two-year duration to provide regulatory compliance support, and help Tacoma Power build environmental impact reduction and sustainability focused programs that are vital to our success.

The first of three, one year, contract extensions has been exercised on this contract, extending the contract expiration to August 2019.

**SUSTAINABILITY:** Not applicable

**SBE/LEAP COMPLIANCE:** The Small Business Enterprise (SBE) Regulation requirement was not required and Local Employment and Apprenticeship Training Program (LEAP) goals were not applicable.



**FISCAL IMPACT:**

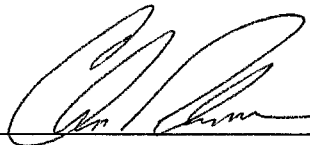
**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Contract will be funded by different Tacoma Public Utility divisions depending upon need for service	Multiple	Multiple	\$300,000
<b>TOTAL</b>			<b>\$300,000</b>

\* General Fund: Include Department

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** Expenditure of \$75,000.

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Yes

  
 \_\_\_\_\_  
 Chris Robinson, Power Superintendent/COO

**APPROVED:**

  
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 Linda McCrea, Interim Director of Utilities/CEO

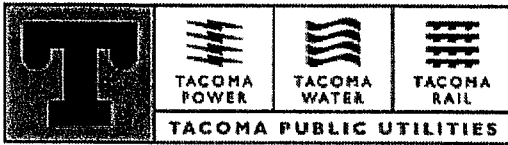


EXHIBIT "A"

RESOLUTION NO.: U-11019

ITEM NO.: 3

MEETING DATE: JULY 25, 2018

**TO:** Board of Contracts and Awards

**FROM:** Chris Robinson, Power Superintendent, Tacoma Power  
Chris Mattson, Generation Manager, Tacoma Power  
Jeromy Adams, Environmental Compliance Manager, Generation/Natural Resources

**COPY:** Public Utility Board, Director of Utilities, Board Clerk, SBE Coordinator, LEAP Coordinator, Keith Underwood/Natural Resources, and Kimberly Ward/ Finance-Purchasing

**SUBJECT:** Execution of Spill Response, Emergency On-call, and Remediation Professional Services contract with Robinson Noble Inc  
On-Call Consulting Contract, City of Mukilteo - Interlocal Agreement

**DATE:** July 5, 2018

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**RECOMMENDATION SUMMARY:**

Tacoma Public Utilities requests approval to execute a Professional Services contract through a City of Mukilteo interlocal contract agreement, with **Robinson Noble Inc., Tacoma, WA**, for \$300,000, plus any applicable taxes, for an initial two year period plus \$100,000 for each of three optional 1 year extension for a potential cumulative total of \$600,000, for on-call spill response and remediation.

**BACKGROUND:**

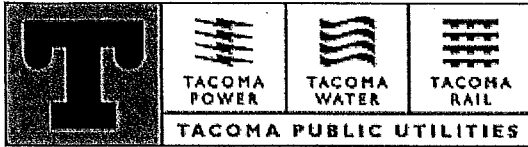
In support of Tacoma Public Utilities operations, we are requesting approval to execute a two year professional services contract with Robinson Noble Inc. for on-call environmental regulatory compliance support.

This contract is needed to provide the following essential support functions for Tacoma Public Utilities on an On-call, as needed bases; Emergency Response – Spill Clean-up Management, Environmental Site Assessments/environmental sampling, Washington Model Toxics Control Act, Underground Storage Tanks, and Geotechnical Engineering Services. Robinson Noble has a proven track record over the years of providing outstanding service in this field for Tacoma Public Utilities.

Establishing this contract will provide for uninterrupted support coverage for Tacoma Public Utilities operations. Funding for the existing contract covering this scope of work is expected to be exhausted within the coming three months.

We are asking the Public Utility Board to approve execution of a two year professional services contract with Robinson Noble Inc. for on-call environmental regulatory compliance support. Funds for this contract are already available in the 2017-2018 budget and will be funded by different Tacoma Public Utility divisions depending upon need for service.





Alternatives:

Establish a new additional full time employee position dedicated to emergency spill response, and impacted TPU site remediation efforts. This is not recommended based on the unplanned and highly variable nature of work, making it unrealistic to schedule employee availability.

Provide a delayed or no response to spill and remediation issues. Failure to respond, monitor, and provide required notifications for spill and required remediation events would result in significant environmental impacts and regulatory violation.

**COMPETITIVE ANALYSIS:**

City of Mukilteo Request for Statement of Qualifications Specification (RFQ) "For On-Call Services" due February 14, 2018. Ten (10) submittals were received and evaluated.

HWA Geosciences, Bothell Washington  
Zipper Geotechnical, Lynnwood Washington  
GeoTest Services Inc., Arlington Washington  
Materials Testing & Consulting Inc., Olympia Washington  
Krazan & Associates Inc., Tacoma Washington  
Aspect Consulting, Seattle Washington  
Robinson Noble, Tacoma Washington  
Associated Earth Sciences (AESI), Tacoma Washington  
Nelson Geotechnical Associates, Woodinville Washington  
GeoDesign, Tacoma Washington

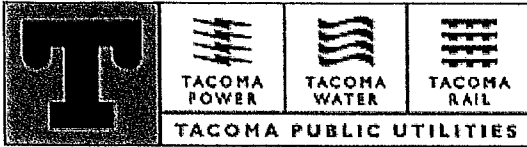
An award selection on March 12, 2018, was based on pricing, as well as, contractor qualifications. The current contract term stated May 1, 2018 with the term ending May 1, 2021.

The Washington State Interlocal Cooperation Act RCW 39.34 provides that other governmental agencies may purchase goods and services based on the Contract with the City in accordance with the terms and prices of the Contract if all parties are agreeable. Each public agency shall formulate a separate contract with Supplier, incorporating the terms and conditions of the Contract with the City of Tacoma. The City shall incur no liability in connection with such contracts or purchases by other public agencies thereunder. It will be Supplier's responsibility to inform such public agencies of the Contract with the City. Supplier shall invoice such public agencies as separate entities.

**CONTRACT HISTORY:** New Contract.

**SUSTAINABILITY:** Not applicable

**SBE/LEAP COMPLIANCE:** The Small Business Enterprise (SBE) Regulation requirement was not required and Local Employment and Apprenticeship Training Program (LEAP) goals were not applicable.



**FISCAL IMPACT:**

**EXPENDITURES:**

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Contract will be funded by different Tacoma Public Utility divisions depending upon need for service	Multiple	Multiple	\$600,000
<b>TOTAL</b>			<b>\$600,000</b>

\* General Fund: Include Department

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:** Expenditure of \$100,000.

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Yes

Chris Robinson, Power Superintendent/COO

**APPROVED:**

Linda McCrea, Interim Director of Utilities/CEO

## INTERLOCAL JOINT PURCHASING AGREEMENT

THIS AGREEMENT is between the CITY OF TACOMA, a political subdivision of the State of Washington, and the CITY OF MUKILTEO, a political subdivision under the laws of the State of Washington.

### WITNESSETH:

WHEREAS, the Interlocal Cooperation Act, as amended, and codified in Chapter 39.34 of the Revised Code of Washington provided for interlocal cooperation between governmental agencies; and

WHEREAS, Chapter 39.33 of the Revised Code of Washington provides for intergovernmental disposition of property; and

WHEREAS, the parties desire to utilize each other's procurement agreements when it is in their mutual interest; --

NOW, THEREFORE, the parties agree as follows:

1. PURPOSE: The purpose of this agreement is to acknowledge the parties' mutual interest to jointly bid the acquisition of goods and services where such mutual effort can be planned in advance and to authorize the acquisition of goods and services and the purchase or acquisition of goods and services under contracts where a price is extended by either party's bidder to other governmental agencies.
2. ADMINISTRATION: No new or separate legal or administrative entity is created to administer the provisions of this agreement.
3. SCOPE: This agreement shall allow the following activities:
  - A. Purchase or acquisition of goods and services by each party acting as agent for either or both parties when agreed to in advance, in writing;
  - B. Purchase or acquisition of goods and services by each party where provision has been provided in contracts for other governmental agencies to avail themselves of goods and services offered under the contract and/or where either party's bidder is willing to extend prices to other governmental agencies.
4. DURATION AGREEMENT - TERMINATION: This agreement shall remain in force until canceled by either party in writing.
5. RIGHT TO CONTRACT INDEPENDENT ACTION PRESERVED: Each party reserves the right to contract independently for the acquisition of goods or services without notice to the other party and shall not bind or otherwise obligate the other party to participate in the activity.
6. COMPLIANCE WITH LEGAL REQUIREMENT: Each party accepts responsibility for compliance with federal, state or local laws and regulations including, in particular, bidding requirements applicable to its acquisition of goods and services.
7. FINANCING: The method of financing of payment shall be through budgeted funds or other available funds of the party for whose use the property is actually acquired or disposed. Each party accepts no responsibility for the payment of the acquisition price of any goods or services intended for use by the other party.
8. FILING: Executed copies of this agreement shall be filed as required by Section 39.34.040 of the Revised Code of Washington prior to this agreement becoming effective.

9. **INTERLOCAL COOPERATION DISCLOSURE:** Each party may insert in its solicitations for goods a provision disclosing that other authorized governmental agencies may also wish to procure the goods being offered to the party and allowing the bidder the option of extending its bid to other agencies at the same bid price, terms and conditions.
10. **NON-DELEGATION/NON-ASSIGNMENT:** Neither party may delegate the performance of any contractual obligation, to a third party, unless mutually agreed in writing. Neither party may assign this agreement without the written consent of the other party.
11. **HOLD-HARMLESS:** Each government party purchasing using a contract let by another government party shall be solely responsible for negligent or wrongful acts arising out of or related to its use of the contract, and shall defend and indemnify the party which awarded the original contract from any claim, cost or expense, including reasonable attorney's fees, arising there from, except that the party which awarded the original contract shall defend, indemnify and hold harmless other government parties using the contract from any claim, cost or expense, including attorney's fees, caused by or related to the originally awarding party's erroneous representation to the using party that the original award of the contract complied with the requirements of RCW 39.34.030(5)(b) as now or hereafter amended.
12. **SEVERABILITY:** Any provision of this agreement, which is prohibited or unenforceable, shall be ineffective to the extent of such prohibition or unenforceability, without invalidating the remaining provisions or affecting the validity or enforcement of such provisions.

APPROVED: CITY OF MUKILTEO

Joe Marine  
Printed name

Joe Marine 4/16/13  
Signature Date

\_\_\_\_\_  
Title

C Bouhmas 4.16.13  
Signature (if needed) Date

CITY CLERK  
Title

APPROVED: CITY OF TACOMA

Kathy Katterhagen 4/17/13  
Kathy Katterhagen Date  
Procurement and Payables Manager

APPROVED AS TO FORM:

Martha Lantz 4/22/13  
Date

Martha Lantz  
Deputy City Attorney

Andrew Chéguille 4-24-2013  
Date

Andrew Chéguille  
Director of Finance

July 25, 2018

Motion 18-10

That CTC Technology & Energy be directed to negotiate with Rainier Connect, Wave Broadband, and Yomura Fiber to develop formal partnership proposals that further the City of Tacoma's 12 policy goals; that any necessary contracts be made with CTC Technology & Energy to foster this direction; and that the policy makers and public be consistently informed and involved in the progress of such discussions.