



RESOLUTION NO. U-11563

1 A RESOLUTION related to the purchase of materials, supplies, equipment and
2 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 or proposals for the purchase of certain materials, supplies, equipment 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 a purchasing cooperative, or for the sales of surplus, or desires to increase or
11 extend an existing agreement, all as explained by the attached Exhibit "A,"
12 which by this reference is incorporated herein, and

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

16 WHEREAS the Board of Contracts and Awards or the requesting division
17 have heretofore made their recommendations, which may include waiver of the
18 formal competitive bid process because it was not practicable to follow said
19 process, or because the purchase is from a single source, or there is an
20 emergency that requires such waiver, or because a directly negotiated contract
21 was determined to be in the best interest of the City, or waiver of minor
22 deviations, and in the case of sale of surplus, a declaration of surplus has been
23 made certifying that said items are no longer essential for continued effective
24 utility service, as explained in Exhibit "A," Now, therefore,
25
26



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

2 That the Public Utility Board of the City of Tacoma hereby concurs and
3 approves the recommendations of the Board of Contracts and Awards or
4 the requesting division, and approves, as appropriate: (1) the purchase or
5 furnishing of those materials, supplies, equipment or services recommended for
6 acceptance; (2) the sale of surplus materials, supplies or equipment
7 recommended for acceptance; (3) the purchase from a cooperative or another
8 governmental entity contract; and (4) the increase or extension of an existing
9 agreement, and said matters may include waiver of the formal competitive bid
10 process or waiver of minor deviations, all as set forth on Exhibit "A," and
11 authorizes the execution, delivery and implementation of appropriate notices,
12 contracts and documents by the proper officers of the City for said transactions.
13

14 Approved as to form:

15
16 _____
17 /s/
18 Chief Deputy City Attorney

19 _____
20 Clerk

Adopted _____



Resolution No.: U-11563
Item No.: /
Meeting Date: OCTOBER 22, 2025

TO: Board of Contracts and Awards
FROM: Chris Robinson, Utilities Deputy Director/Power Superintendent
Ray Johnson, Power Section Manager, Power Management
Leah Marquez-Glynn, Assistant Section Manager, Power Management
Rachel Clark, Power Utility Manager, Power/Power Management
COPY: Public Utility Board, Board Clerk, EIC Coordinator, LEAP Coordinator, and Sara Bird, Senior Buyer, Finance/Purchasing
SUBJECT: Increase and Extend Contract for Tacoma Power Staff Augmentation Services, Direct Negotiation Waiver Contract No. CW2249862 Amendment No. 02 — October 22, 2025 Public Utility Board
DATE: October 7, 2025

RECOMMENDATION SUMMARY:

Tacoma Power requests approval to increase and extend Contract No. CW2249862, to Apex Analytics LLC, Boulder, Colorado, by \$200,000, plus applicable taxes, budgeted from the Tacoma Power Fund 4700, for staff augmentation services and research support services. This increase will bring the contract to a projected total of \$695,000, plus applicable taxes and extend termination date to December 31, 2027.

BACKGROUND:

Apex Analytics LLC was initially contracted in April 2022 to temporarily fill the gap left by a staff member who had been detailed to another group to cover for an employee on a one-year leave. The contract was originally intended to last for the duration of the staff loan. However, the employee later resigned from Tacoma Power. Despite efforts to refill the position, the recruitment process did not yield a viable candidate. Tacoma Power is currently recruiting for this position, and staff expect to find a viable candidate this time.

The contract has been used for a combination of work that is typically conducted internally (data analyses, supporting development of the research agenda, etc.) as well as research support services that are typically contracted to third parties (e.g., survey implementation, installation of building energy metering equipment, etc.). Structured as a series of task orders, the contract provides flexibility in managing workload and expenditures. If less is needed than the full requested increase, total spend will be lower than the new contract amount.

Once the staff position has been filled and the new hire is onboarded and up to speed, Power Management plans to conduct a Request for Proposal (RFP) for research support services (e.g., survey implementation, installation of building energy metering equipment, etc.).

This contract extension will maintain continuity in critical research and evaluation work through the period of staff transition and through the RFP process.

ISSUE: Tacoma Power requires staff augmentation services from Apex Analytics LLC to support various critical functions and maintain continuity as we transition back to conducting more of this work in-house. These may include strategic research, evaluation oversight, evaluability assessments, process support, regulatory and policy analysis, and other tasks as needed to maintain operational efficiency and compliance.



ALTERNATIVES: An alternative to increasing this contract would be to not increase it and immediately begin an RFP for research support services. The primary risks of this alternative are:

1. The timeline for completion of the RFP process may not align with evaluation needs. A gap in services may mean, for example, that Power Management will need to stall or forego important research activities. In some cases, this could degrade the quality of the evaluation work we perform. As a concrete example of what this might mean, external services may be needed to conduct a rigorous evaluation of demand savings for a demand response pilot effort. If those services are not available when the Customer Energy Solutions group is ready to begin pilot activities, we will have to compromise either on the integrity of the research or delay the initiation of the pilot.
2. If an RFP for research support services is conducted immediately, the new staff member will not have time to develop an informed and strategic research agenda to inform the selection criteria used in the RFP. As a result, the criteria used to evaluate bidders may be less closely aligned to the eventual needs identified in the research agenda than if Power Management were to temporarily extend and increase this contract and conduct a more informed RFP process after the new staff member has been properly on-boarded.

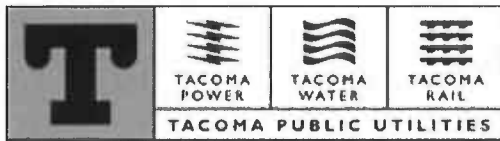
CONTRACT HISTORY: This contract was originally awarded to Apex Analytics LLC as a result of Direct Negotiation Waiver in May 2022.

- Original Contract: The original contract had a term date of May 2, 2022, through April 30, 2024, with an original value of \$300,000.
- Amendment No. 01: Extended the term date by two years to April 30, 2026, and added \$195,000 in value for a projected contract total of \$495,000.
- Amendment No. 02: Extends term date by 20 months to December 31, 2027, and adds \$200,000 for a projected contract total of \$695,000.

SUSTAINABILITY: Include an explanation of how sustainability factors were considered, per the City's Sustainability-Related Resolutions, Proclamations, and Ordinances. Not applicable

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - EIC Exception: Direct Negotiation Waiver

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 Tacoma Power	80011222	5310100	\$695,000
TOTAL			Up to \$695,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 Tacoma Power	80011222	5310100	(\$695,000)
TOTAL			Up to (\$695,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$100,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A