



# Commerce City

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## Council Communication File Number: Res 2023-003

**Agenda Date:** 2/6/2023

**Version:** 1

**Status:** Agenda Ready

**In Control:** City Council

**File Type:** Resolution

A RESOLUTION AUTHORIZING THE CONTRACT FOR OWNERS REPRESENTATIVE FOR CITY FACILITIES CAPITAL IMPROVEMENT PROJECT TO WEMBER, INC.

### Summary & Background

The purpose of this resolution is to authorize a contract/agreement for owner's representative/project management services (on a non-exclusive and on-demand basis) for City Facilities Capital Improvement Projects with Wember, Inc.

On 16 September 2022, the City issued a Request for Proposals (RFP) from experienced firms for project management/owner's representative services - as related to City of Commerce City facilities capital maintenance, repair, renovation, and expansion projects (RFP at Attachment 1). This contract/agreement is contemplated to support the completion of \$11,000,000+ in projects throughout several City facilities through 2024/5. It is anticipated that owner's representative/project management costs will be between \$250,000 - \$500,000 in total through 2024/2025 - dependent upon the number/scope of projects assigned to the selected contractor.

Seven (7) proposals were received in response to this RFP - none of which located within Commerce City. All proposals were evaluated using a qualitative-based selection process - where cost was one of several factors considered. Selection was based on which proposal(s) was/were deemed to be the best value to the City using the following criteria:

- Approach to Services.
- Timeline.
- Qualifications/Experience.
- Outreach Approach.
- Rate Sheet.
- Innovation/Creativity.
- Affirmative participation plan.

A panel of 5 staff members (3 from PW and 2 from PRG) evaluated all seven (7) proposals - in turn further interviewing three (3) of the respondents. Based on this evaluation and interview process, Wember, Inc., was selected as having the best value for the City. Upon approval of this resolution, the next step in the process will be for the contract/agreement to be signed and contractor given a Notice to Proceed. Draft

contract/agreement at Attachment 2.

**Staff Responsible (Department Head):** Joe Wilson, Director of Public Works

**Staff Presenting:** Willis Waterhouse, Interim PW Deputy Director of Operations

**Financial Impact:** Anticipated between \$250,000 - \$500,000 total for the three (3) year term of the contract.

**Funding Source:** Facilities and PRG Capital Improvement Projects.

**Staff Recommendation:** Approve resolution 2022-003 authorizing the contract for owners representative for City Facilities Capital Improvement Project to Wember, Inc.

**Suggested Motion:** Motion to approve resolution 2022-003 authorizing the contract for owners representative for City Facilities Capital Improvement Project to Wember, Inc.