

**CITY OF TEMPE**  
**REQUEST FOR COUNCIL ACTION**

**Council Meeting Date: 12/12/13**  
**Agenda Item: 5B3**

**ACTION:** Approve the renewal of a one-year contract with Hutzell & Associates, Inc. and IHI Environmental for industrial hygiene consulting services.

**FISCAL IMPACT:** Total cost of these contracts will not exceed \$55,000 during the one-year renewal period. Sufficient funds have been appropriated in cost centers 2874 (Community Development Block Grant “CDBG”/Home Fund), 2621 (Risk Management Fund), and 2613 (Water/Wastewater Fund) for the anticipated expenditures in the current fiscal year.

**RECOMMENDATION:** Approve the contract renewals.

**BACKGROUND INFORMATION:** (T10-052-01 and T10-052-02) City Council originally approved the contract awards on February 18, 2010 for an initial two-year period with three, one-year renewal options. This renewal request is for the second of three available renewal options.

The contracted consultants provide the City with any necessary industrial hygiene consulting services on an as-needed basis for projects involving the remodeling, renovation, and/or demolishing of City facilities. The consultants provide oversight of projects involving the abatement of asbestos and the remediation of mold contamination. In addition, the consultants will conduct City employee exposure assessments for chemical, biological, and physical (noise, radiation, heat, and stress) hazards on an as-needed basis.

Contractor Performance

The performance of Hutzell & Associates, Inc. and IHI Environmental was rated by City staff on the following criteria:

Criteria	Hutzell & Associates, Inc.	IHI Environmental
Personnel are responsive, cooperative, and available	A-	A-
Overall quality of products or services delivered	A-	A-
Timeliness of performance	A-	A-
Quality of follow-up in resolving complaints or problems	A-	A-
Firm’s promptness in submitting accurate invoices	A-	A-

(A = Exceeds Standards; B = Meets Standards; C = Below Standards)

Renewal Cost

Both firms have agreed to renew at the originally proposed hourly rates.

**ATTACHMENTS:** N/A

**STAFF CONTACT(S):** David Nakagawara, Community Development Director, (480) 350-8023 and Chris Hansen, Risk Manager, (480) 350-2904

Department Director: Ken Jones, Finance & Technology Director  
Legal review by: David Park, Assistant City Attorney  
Prepared by: Lisa Goodman, CPPB, Procurement Officer