



Agenda Memorandum

Agenda Item – {{section.number}}.E.

City Council Meeting
May 12, 2025



Strategic Priority 5: Resilient Infrastructure

Maintain and invest in resilient infrastructure that creates the highest return for safety, community connectivity, enjoyment of life, and local economic success.



Strategic Priority 6: Organizational Vitality

Develop and sustain an environment where employees and the organization are equipped and supported to deliver outstanding service to everyone in Westminster.

Subject: Authorize the City Manager to Execute On-Call Agreements with Gerald H Phipps, Inc.; Interlock Construction Corp.; Mark Young Construction, LLC; and Whitestone Construction Services, Inc. for Citywide Construction Services for Small to Medium-Sized Projects

Prepared By: Devan Pries, Construction Project Manager
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John Burke, City Engineer

Recommended City Council Action:

Authorize the City Manager to execute on-call service agreements with Gerald H Phipps, Inc.; Interlock Construction Corp.; Mark Young Construction, LLC; and Whitestone Construction Services, Inc for citywide construction management services for small to medium-sized projects, with a total annual expenditure not to exceed \$500,000 per contract.

Summary Statement:

- The on-call construction contracts will support small- to medium-sized projects at City-owned facilities across multiple departments citywide.
- Gerald H Phipps, Inc (GH Phipps); Interlock Construction Corp. (Interlock); Mark Young Construction, LLC (Mark Young); and Whitestone Construction Services, Inc (Whitestone) were selected through a competitive Request for Proposals (RFP) process, allowing for prequalification and streamlined future project delivery.
- On-call task order-based contracts allow the City to establish agreements with pre-selected vendors, and the work is assigned through individual task orders as needed. Task orders are

project-specific agreements issued under the citywide on-call agreement, ensuring consistency in scope, pricing, and compliance.

- As noted in the Transition to Centralized Procurement and Citywide Contracts Update Staff Report included in the May 12, 2025 City Council agenda packet, these on-call construction management service agreements are part of efforts intended to streamline procurement through pursuit of more citywide contracts for regular contract work such as on-call electrical, construction management, and utilities repair services. These efforts aim to enhance efficiency, cost effectiveness, and expertise in procurement while fostering both citywide and regional collaboration. Please see the Information Only Staff Report in the May 12, 2025, packet for additional information.
- On-call contracts do not obligate the City to expend any funds. Task Orders can only be issued and funds encumbered when budget is available from an existing City Council approved source. All departments in the City can utilize these services to help deliver capital projects.
- Projects will be assigned through individual Task Orders, each with a defined scope, schedule, and pricing, tied directly to the citywide agreement to ensure consistency and compliance.
- The proposed on-call construction management services contract for small to medium-sized projects is proposed as a pilot with the pre-selected vendors noted in this memo. This will serve as an opportunity to evaluate the efficiency and effectiveness of utilizing such on-call construction management services through pre-selected vendors over the course of the next 12 months.
- On-call contracts are compliant with bidding requirements outlined in Title 15 of the Westminster Municipal Code (W.M.C.) and increase efficiency in commencing work for these construction management services.

Fiscal Impact:

Not to exceed \$500,000 annually per contract in expenditures

Source of Funds:

Citywide Approved Operating and Capital Improvement Program Budget Accounts

Policy Issue(s):

1. Should City Council authorize the City Manager to execute on-call construction agreements with GH Phipps, Interlock, Mark Young, and Whitestone for citywide construction services, with a total annual authorized expenditure not to exceed \$500,000 per contract?
2. Should City Council authorize an alternative contract length and/or authorized dollar amount?

Alternative(s):

1. City Council could choose not to execute on-call contracts with GH Phipps, Interlock, Mark Young, and Whitestone. This alternative is not recommended because the City has multiple projects requiring these services and individually procuring these services would delay each department's project timelines.
2. City Council could choose to execute a reduced number of contracts. This alternative is not

recommended because awarding multiple contracts provides greater flexibility in pricing and contractor availability, ensuring the best value for the City.

Background Information:

The City regularly completes small- to medium-sized construction projects at City-owned facilities. Projects typically include interior and exterior renovations, Americans with Disabilities Act upgrades, lighting and plumbing upgrades, concrete repairs, small additions, and other facility-related improvements. Multiple departments rely on these services and will benefit from pre-qualified contractors to complete projects in a timely manner.

The proposed contract amount for each firm is based on the existing and past needs for small- to medium-sized construction projects. For 2025, there are 14 projects identified among PWU; Fire; Parks, Recreation and Libraries; and Community Services Departments totaling an estimated \$1.1 million that meet the intent of this on-call contract. A few example projects include flooring, front desk updates, restroom restoration, door replacements, and wall patching and repair. This contract can be utilized by all departments to efficiently expedite needed construction projects. Utilizing contracted construction management services assists the City by utilizing vendors rather than adding staff to provide these important services.

GH Phipps, Interlock, Mark Young, and Whitestone were selected through a competitive RFP process, receiving the highest scores from the evaluation team based on qualifications, experience, capacity to perform, and references. Each firm demonstrated its ability to support a wide range of facility projects and was selected because they represent the best value for the City.

Utilizing on-call construction management services as proposed for small to medium-sized projects provides the City an opportunity to pilot this approach over the next 12 months for construction management services with pre-selected vendors. Staff will monitor the efficiencies and value provided; Staff may then return to City Council next year with a proposal to extend these on-call contracts based upon experience during this pilot. The renewal would be subject to annual performance evaluations, limiting the City's risk by ensuring that only high-performing, cost-effective consultants are retained. The on-call contracts themselves do not obligate the City to expend funds. Task orders are executed only when needed for specific projects as they progress. Similar to other agreements, task order totals cannot exceed the established authorized expenditure limit without returning to City Council for approval.

Projects will be assigned through individual Task Orders, which serve as formal, project-specific authorizations under the citywide On-Call Construction Agreement for small to medium-sized projects. Each Task Order includes a defined scope of work, pricing approved by the assigned Project Manager, a substantial completion date, and terms that mirror the citywide agreement. This structure ensures consistency, contract integrity, and compliance with procurement standards. Funds are only encumbered when a Task Order is executed, and no single Task Order may exceed the contract's annual expenditure limit without City Council approval.

Purchasing procedures are outlined in Title 15 of the W.M.C., which establishes the City's formal procurement requirements. This includes competitive bidding, contract approvals, financial controls, and vendor prequalification to ensure transparency, efficiency, and compliance in all purchasing agreements. The recommended citywide on-call contracts comply with Title 15 of the W.M.C. and provide more transparency and accountability for City Council and the taxpayers. By authorizing these proposed citywide on-call contracts, the City has better flexibility and accountability for all departments utilizing these services appropriately and efficiently. One point of contact for these contracts is coordinated through the City Engineering Division to track all requested task orders to

ensure the on-call contract is implemented in the intent as described in this memorandum and by the W.M.C.

The City's Strategic Priorities of Resilient Infrastructure and Organizational Vitality are supported through these agreements by ensuring all standards and procedures are followed to the highest practicable standard during the construction and maintenance of assets for which the City is responsible, and by ensuring faster project delivery, reduced administrative burden, minimized risk, and continued compliance with all procurement regulations, ultimately maximizing value for the community.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jody L. Andrews', with a long horizontal flourish extending to the right.

Jody L. Andrews
City Manager

Attachments:

Attachment 1: GH Phipps Contract Substitution Page

Attachment 2: Interlock Contract Substitution Page

Attachment 3: Mark Young Contract Substitution Page

Attachment 4: Whitestone Contract Substitution Page