

**City of Culver City, California
Agenda Item Report**

Meeting Date: 07/2/12	Item Number: <u>C-3</u>
CITY COUNCIL AGENDA ITEM: Approval of On-Call Professional Services Agreements with (1) APD Consultants, E.W. Moon, Kimley-Horn and Associates, KOA Corporation, Paller-Roberts Engineering, Inc. Psomas, Willdan, CivilSource, Inc., Anderson-Penna, On-Ward Engineering, RTI, SA Associates, TTG, Advantec Consulting Engineers, Inc., Dudek, GHD, and APA Engineering Inc. for General Civil Engineering Services and (2) Nickerson Company, Interwest, and Project Partners for Construction Management and Inspection Services	
Contact Person/Dept.: Mate Gaspar/PW	Phone Number: 310-253-5602
Fiscal Impact: Yes ☒ No ☐	General Fund: Yes ☒ No ☐
Public Hearing: ☐	Action Item: ☐ Attachments: ☐
Commission Action Required: Yes ☐ No ☒ Date: _____	
Public Notification: Meetings and Agendas – City Council (06/28/12). APD Consultants, E.W. Moon, Kimley-Horn and Associates, KOA Corporation, Paller-Roberts Engineering, Inc. Psomas, Willdan, CivilSource, Inc., Anderson-Penna, On-Ward Engineering, RTI, SA Associates, TTG, Advantec Consulting Engineers, Inc., Dudek, GHD, APA Engineering Inc., Nickerson Company, Interwest, and Project Partners by e-mail on (06/27/12).	
Department Approval: Charles D. Herbertson (06/21/12)	City Attorney Approval: Carol Schwab (by H. Baker) (06/25/12)
Chief Financial Officer Approval: Jeff Muir (06/27/12)	City Manager Approval: John M. Nachbar (06/27/12)
<u>RECOMMENDATION:</u> Staff recommends the City Council approve on-call professional services agreements with (1) APD Consultants, E.W. Moon, Kimley-Horn and Associates, KOA Corporation, Paller-Roberts Engineering, Inc. Psomas, Willdan, CivilSource, Inc., Anderson-Penna, On-Ward Engineering, RTI, SA Associates, TTG, Advantec Consulting Engineers, Inc., Dudek, GHD, APA Engineering Inc. for general civil engineering services and (2) Nickerson Company, Interwest, and Project Partners for construction management and inspection services, all for terms expiring on June 30, 2015. <u>BACKGROUND:</u> The Public Works Department/Engineering Division is responsible for the management of the citywide capital improvement program. The Engineering Division has several positions that oversee and implement the capital improvement program such as the Public Works Director/City Engineer, Engineering Services Manager, two Senior Civil Engineers, two Associate Engineers, and one Project Manager. In addition, the Engineering Division staff has other responsibilities such as: conducting condition setting and plan check of private development projects,	

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responding to questions at the public counter, working with other City departments on citywide issues, answering resident inquiries on the telephone, and other City engineering work. With these work responsibilities along with a capital improvement project workload in the millions of dollars and occasional position vacancies within the Division, it is necessary to augment Engineering Division staff with consultants, principally for project design, construction management, and inspection services. This method of using multiple pre-approved consultants has proven successful since first implemented nearly 8 years ago.

To address this need, the City has previously entered into multi-year contracts with civil engineering firms to support the capital improvement program. These firms provide the specific technical knowledge and the time to ensure that projects are effectively designed in accordance with sound engineering practices and standards. On July 13, 2009, the City Council approved professional services agreements with ten (10) civil engineering firms to support the Engineering Division in implementing the capital improvement program. The consulting firms successfully designed and managed many of the capital improvement projects in fiscal years 2009 through 2012. Their contracts expired on June 30, 2012.

DISCUSSION:

In April 2012, a request for a Statement of Qualification (SOQ) for general civil engineering design, construction management and inspection was mailed to twenty-two (22) civil engineering firms. Twenty (20) firms responded, and staff reviewed and evaluated each of the firm's SOQ using the following criteria:

- Qualifications, experience, education, and technical training of personnel proposed to provide the required services
- The experience and record of success on comparable capital projects (sewer, street, and streetlight improvements)
- Fee schedule for the firm's personnel
- References from other government agencies
- The number of capital projects completed
- Experience with grant funded capital projects

After the evaluation of each SOQ, staff is recommending awarding on-call professional services contracts to all twenty (20) civil engineering and/or construction management and inspection firms. Staff is recommending that nine (9) civil engineering firms that had contracts and worked on various projects with the City, APD Consultants, E.W. Moon, Kimley-Horn and Associates, KOA Corporation,

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Paller-Roberts Engineering, Inc. Psomas, Willdan, CivilSource, Inc., and Nickerson Company be approved again so they can continue to provide proposals and support to staff for the City's capital improvement program.

Based on the review of the statement of qualifications, Staff is recommending the following additional companies: Anderson-Penna, On-Ward Engineering, RTI, SA Associates, TTG, Advantec Consulting Engineers, Inc., Dudek, GHD, APA Engineering Inc., Interwest, and Project Partners to be approved to support the City's capital improvement program. With the eleven (11) additional firms, the competition for projects amongst the twenty (20) firms will ensure that the City receives competitive rates. These twenty (20) engineering, construction management and inspection companies have a wealth of experience working with other local cities on many different types of capital projects. Staff has chosen not to reduce the list of firms to a shorter list because each of these firms are well qualified and have good references from other cities.

Due to the proposed larger number of firms, staff will issue requests for proposals (RFP) for each new capital project to no more than seven of the 20 firms. Each subsequent RFP will be sent to another seven firms and so on. The purpose is to give every firm a fair chance to compete for work. It is not efficient or realistic to send a RFP to all twenty firms at the same time. The RFP will require the consultant to submit a brief proposal that contains resumes of their staff, total proposed fee, and references for similar projects. This process is an efficient, less formal proposal process that streamlines project delivery and has proven successful. Each proposal received will then be evaluated based on the demonstrated level of expertise of the proposed staff and fee proposal. Based on all of these criteria, one firm will be selected and approved administratively by the Public Works Director/City Engineer. Having twenty (20) on-call exclusive contracts will save time on the procurement process so that staff will be better able to focus on completing capital improvement projects. For large CIP projects or special projects, the RFP process will also be opened to firms outside the on-call list.

These consulting firms will be required to provide errors and omission and liability insurances at \$1 million each. The City retains the right to terminate these agreements upon thirty days' notice at any time during the term of agreements. Also, the City will have the right to contract with other consultants when it is in the City's best interest.

For Fiscal Years 2012/2013, 2013/2014, and 2014/2015 it is estimated that there will be about \$30 million of capital projects that could require consultant support. Typically, the total consultant fees range from 10% to 20% of a capital project budget. For the proposed agreements, staff proposes that 12% be set aside for consultant services. Therefore, of the \$30 million of capital projects, it is proposed that \$3.6 million be the aggregate not-to-exceed contract amount for these services.

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It is recommended that the contracts are for a term of three years and expire on June 30, 2015.

The statements of qualifications from all twenty firms are available at the Engineering Division's offices upon request.

FISCAL ANALYSIS:

The consultants would be paid for their services using funds already set aside for engineering costs within the approved capital project budgets of each capital project. The recently implemented finance system will allow staff to more efficiently track each contract to ensure that the aggregate total for the above mentioned firms does not exceed \$3.6 million as proposed.

MOTIONS:

That the City Council:

- 1) Approve professional services agreements with APD Consultants, E.W. Moon, Kimley-Horn and Associates, KOA Corporation, Paller-Roberts Engineering, Inc. Psomas, Willdan, CivilSource, Inc., Anderson-Penna, On-Ward Engineering, RTI, SA Associates, TTG, Advantec Consulting Engineers, Inc., Dudek, GHD, APA Engineering Inc. for General Civil Engineering Services and Nickerson Company, Interwest, and Project Partners for Construction Management and Inspection Services and expiring on June 30, 2015 in an aggregate not to exceed amount of \$3,600,000, and
- 2) Authorize the City Attorney to prepare the necessary documents; and,
- 3) Authorize the City Manager to execute such documents on behalf of the City.