

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 11/28/05	Item Number: <u>A-5</u>
AGENDA ITEM: Authorization to Award Professional Services Agreements with CBM Consulting Inc., Paller-Roberts Engineering, Inc., Berryman and Henigar, Hall and Foreman, and KDM Meridian, for General Civil Engineering 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: ☒
Public Notification: CBM Consulting Inc., Paller-Roberts Engineering Inc., Berryman and Henigar, Hall and Foreman, and KDM Meridian, via letter on Nov. 21, William LaPointe, Director of Parks, Recreation, and Community Services Department on Nov. 21 via e-mail, and Master Notification List on Nov. 23	
Department Approval: Charles D. Herbertson 11/13/05	CAO Approval: Martin Cole for Jerry Fulwood 11/21/05
City Controller Approval: Marlee Chang 11/22/05	

RECOMMENDATION:

Staff recommends that the City Council authorize professional services agreements with CBM Consulting Inc., Paller-Roberts Engineering, Berryman and Henigar, Hall and Foreman, and KDM Meridian, for General Civil Engineering services (Design, Construction Management, Inspection, and Survey) to support the City's Capital Improvement Program for a total aggregate not-to-exceed cost of \$600,000. Staff is proposing that the contracts expire on June 30, 2007.

BACKGROUND:

The Public Works Department/Engineering Division is responsible for the management of the citywide capital improvement program. The Engineering Division has several civil engineering positions that oversee and implement the capital program such as the Public Works Director/City Engineer, Engineering Services Manager, two Senior Civil Engineers, two Associate Engineers, and one Associate Engineer/Stormwater Quality Manager. In addition the Engineering staff has other responsibilities such as 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 the significant capital improvement project workload of \$8,000,000, and occasional resignations or retirements within the Division, it is necessary to augment Engineering Division staff with consultants, principally for project design services. 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 good engineering practice and standards. In

City of Culver City, California
City Council Agenda Item Report

November 2004, the City Council approved professional services agreements with three 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 year 2004/05. Also, as authorized by the City Council, the Public Works Director/City Engineer approved contract extensions for 6-months, until December 31, 2005 so ongoing work on capital projects can be completed.

DISCUSSION:

There are numerous capital improvement projects approved for design and/or construction this fiscal year. (Attachment)

In order to continue to support the capital improvement program, staff is recommending awarding professional services contracts with five civil engineering firms. In addition to the three original firms that were approved last year, CBM Consulting, Inc., of Torrance, Paller-Roberts Engineering of Culver City, Berryman and Henigar of Santa Ana, staff is recommending approving contracts with two additional firms, Hall and Foreman, Inc. of Irvine, and KDM Meridian of Lake Forest, to support the capital program. With two additional firms, the competitive process among a proposed total of five firms will become even more beneficial to the City. All five engineering firms have a wealth of experience working with local cities on capital projects. Staff contacted their references and the engineering firms received favorable and positive comments. CBM, Paller-Roberts, Berryman and Henigar, Hall and Foreman, and KDM Meridian have assured us that they are capable of supporting our capital improvement program.

All five firms may receive a request for proposal for each capital project depending on their availability and expertise. Each proposal will be then be reviewed based on the proposed services, time to complete the work, experience and reputation of personnel designated for the project and fee, and one firm can be selected (not necessarily based on lowest proposed fee) and approved administratively by the Public Works Director/City Engineer. Having this process will ensure that services and costs are efficient and in the best interests of the City. Having five exclusive contracts, as recommended by staff, will save time so that staff will be better able to focus on completing capital improvement projects.

The proposed agreements are recommended to be valid until June 30, 2007. CBM, Paller-Roberts, Berryman and Henigar, Hall and Foreman, and KDM Meridian are capable and will provide errors and omission and liability insurances at \$1 million each. The City retains the right to terminate these agreements upon thirty days

City of Culver City, California
City Council Agenda Item Report

notice and 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. Staff is estimating that a total aggregate not-to-exceed cost of \$600,000 will be sufficient to support the capital improvement program for the remainder of this fiscal year and next fiscal year.

FISCAL ANALYSIS:

The consultants would be paid for their services using funds already set aside for engineering costs within the budgets of each capital project.

ATTACHMENTS:

- CBM Consulting, Inc. Statement of Qualifications
- Paller-Roberts Engineering Statement of Qualifications
- Berryman and Henigar Statement of Qualifications
- Hall and Foreman Statement of Qualifications
- KDM Meridian Statement of Qualifications
- Capital Improvement Project Status Report

MOTIONS:

That the City Council:

1. Approve professional services agreements with CBM Consulting, Inc., Paller-Roberts Engineering, Berryman and Henigar, Hall and Foreman, and KDM Meridian, for General Civil Engineering services (Design, Construction Management, Inspection, and Survey), for a total aggregate not-to-exceed cost of \$600,000 and expiring on June 30, 2007;
2. Direct the City Attorney to prepare the necessary documents and the Chief Administrative Officer to approve the documents.

OR

Direct staff to prepare Request for Proposals for General Civil Engineering services for each Capital project.