

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 7/23/07		Item Number: <u>A-6</u>	
AGENDA ITEM: Approval of Professional Services Agreements with CBM Consulting Inc., Paller-Roberts Engineering, Inc., KDM Meridian, Norris-Repke, and Psomas for General Civil Engineering Services; and Nickerson Company and APD Consultants 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: ☒	
Public Notification: CBM Consulting Inc., Paller-Roberts Engineering Inc., KDM Meridian, Norris-Repke, Psomas, Nickerson Company, and APD Consultants Inc. via letter on July 16, and Master Notification List on July 18.			
Department Head Approval: Charles D. Herbertson 7/03/07		City Attorney Approval: Carol Schwab (by H. Iker) (07/13/07)	
City Controller Approval: Marlee Chang (07/18/07)		City Manager Approval: Jerry B. Fulwood (07/18/07)	

RECOMMENDATION:

Staff recommends the City Council approve professional services agreements with CBM Consulting Inc., Paller-Roberts Engineering, KDM Meridian, Norris-Repke, Psomas, for General Civil Engineering services (Design, Construction Management, Inspection, and Survey); and Nickerson Company, and APD Consultants, (Construction Management and Inspection) to support the City's Capital Improvement Program for a total aggregate not-to-exceed cost of \$675,000. Staff is proposing that the contracts expire on June 30, 2009.

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 improvement program such as the Public Works Director/City Engineer, Engineering Services Manager, two Senior Civil Engineers, two Associate Engineers, one reclassified Associate Engineer position and a part-time Assistant Engineer. 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, conducting condition setting and plan check of private development projects, 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.

City of Culver City, California
City Council Agenda Item Report

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 November 28, 2005, the City Council approved professional services agreements with five (5) 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 2006/07. Their contracts expired on June 30, 2007.

DISCUSSION:

On June 5, 2007, a request for a Statement of Qualification (SOQ) for general civil engineering design, construction management, and inspection was mailed to thirteen (13) civil engineering firms. Twelve (12) 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, drainage, 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 professional services contracts to seven (7) civil engineering and/or construction management and inspection firms. Staff is recommending that three of the five civil engineering firms that had contracts with the City, CBM Consulting, Inc., of Torrance, Paller-Roberts Engineering of Culver City, and KDM Meridian of Lake Forest, be approved again so they can compete and continue to provide support to staff for the City's capital improvement program. Staff is recommending not continuing working with Hall and Foreman and Bureau Veritas (formerly Berryman and Henigar) due to critical staff turnover and much higher fee proposals than the other consultants.

City of Culver City, California
City Council Agenda Item Report

Staff is recommending the following additional companies, Norris-Repke of Santa Ana, Psomas of West Los Angeles, Nickerson Company of Manhattan Beach, and APD Consultants, Inc. of Irvine to provide support to staff for the City's capital improvement program. With the four additional firms, the competitive process amongst the proposed seven firms will become very beneficial to the City. These seven engineering and construction management and inspection companies have a wealth of experience working with local cities on capital projects.

All seven 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, and fee, and then 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 seven exclusive contracts, as recommended by staff, will save time so that staff will be better able to focus on completing capital improvement projects.

These consulting firms 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 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 \$675,000 for the consultants will be sufficient to support the capital improvement program for Fiscal Years 2007/08 and 2008/09. Staff reviewed and determined which capital improvement projects may require the support from these consultants and calculated the total of the project budgets to be \$6,750,000. It is recommended that the contracts expire on June 30, 2009.

FISCAL ANALYSIS:

The consultants would be paid for their services using funds already set aside for engineering costs within the adopted 2007-08 capital project budgets of each capital project. The Purchase Order process is one budgetary control tool which also allows staff to keep track of the expenditure for each consultant service.

ATTACHMENTS:

- CBM Consulting, Inc. Statement of Qualifications
- Paller-Roberts Engineering Statement of Qualifications
- Norris-Repke Statement of Qualifications

City of Culver City, California
City Council Agenda Item Report

- Psomas Statement of Qualifications
- KDM Meridian Statement of Qualifications
- Nickerson Company Statement of Qualifications
- APD Consulting Statement of Qualifications

MOTIONS:

That the City Council:

1. Approve professional services agreements with CBM Consulting, Inc., Paller-Roberts Engineering, KDM Meridian, Norris-Repke, and Psomas, for General Civil Engineering services (Design, Construction Management, Inspection, and Survey), and with Nickerson Company and APD Consultants, for Construction Management and Inspection services for a total aggregate not-to-exceed cost of \$675,000 and expiring on June 30, 2009; and
2. Authorize the City Attorney to prepare the necessary documents and authorize the City Manager to execute such documents on behalf of the City.

OR

3. Direct staff to prepare Request for Proposals for General Civil Engineering services for each Capital project and seek City Council authorization for release of RFP and for contract award.