



City of Culver City

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Staff Report

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Item #: C-3.

CC - CONSENT ITEM - (1) Approval of On-Call Professional Services Agreements with the Following Firms to Support the City's Capital Improvement Program, from July 1, 2023, to June 30, 2028, with Compensation for On-Call Services to be Determined on a Task by Task Basis and Brought to Council for Approval when Exceeding the Purchasing Authority: Fourteen General Civil Engineering Firms (KOA Corporation, KPFF, Inc., NV5, Inc., Chris Nelson & Associates, Inc., CWE, RTI Consulting Inc., Willdan Engineering, Kimley-Horn and Associates, Inc., Tool Design Group, LLC, Transtech Engineers, Inc., John M. Cruikshank Consultants, Inc., Kruezer Consulting Group, NCE, and Kabbara Engineering); Seven Traffic Engineering Firms (Alta Planning & Design, Interwest, Kimley-Horn and Associates, Inc., KOA Corporation, Michael Baker International, Transtech Engineers, Inc., and Willdan Engineering); Seven Construction Management and Inspection Firms (Annealta Group, NV5, Inc., SA Associates, Transtech Engineers, Inc., Michael Baker International, RTI Consulting Inc, and Willdan Engineering); and Six Geotechnical Engineering and Material Testing Firms (Geo-Advantec, Inc., Geocon West, Inc., NCE, Ninyo & Moore, Tetra Tech, and Terracon Consultants, Inc.); and (2) Approval of Amendments to Existing On-Call Professional Services Agreements with GHD, Wallace & Associates Consulting, Inc., and Advantec through June 30, 2024 for Completion of Existing Projects.

Meeting Date: July 10, 2023

Contact Person/Dept: Hong Wang, Public Works/Engineering
Christopher Evans, Public Works/Engineering

Phone Number: 310.253.5604
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Fiscal Impact: Yes ☒ No ☐

General Fund: Yes ☒ No ☐

Attachments: Yes ☐ No ☒

Commission Action Required: Yes ☐ No ☒

Public Notification: (E-Mail) Meetings and Agendas - City Council (07/06/2023); all firms that submitted proposals.

Department Approval: Yanni Demitri, Public Works Director/City Engineer (06/12/2023)

RECOMMENDATION

Staff recommends the City Council (1) approve on-call professional services agreements with the

following firms to support the City's Capital Improvement Program, from July 1, 2023, to June 30, 2028, with compensation for on-call services to be determined on a task by task basis and brought to Council for approval when exceeding the Purchasing Authority: fourteen general civil engineering firms (KOA Corporation, KPFF, Inc., NV5, Inc., Chris Nelson & Associates, Inc., CWE, RTI Consulting Inc., Willdan Engineering, Kimley-Horn and Associates, Inc., Tool Design Group, LLC, Transtech Engineers, Inc., John M. Cruikshank Consultants, Inc., Kruezer Consulting Group, NCE, and Kabbara Engineering); seven traffic engineering firms (Alta Planning & Design, Interwest, Kimley-Horn and Associates, Inc., KOA Corporation, Michael Baker International, Transtech Engineers, Inc., and Willdan Engineering); seven construction management and inspection firms (Annealta Group, NV5, Inc., SA Associates, Transtech Engineers, Inc., Michael Baker International, RTI Consulting Inc., and Willdan Engineering); and six geotechnical engineering and material testing firms (Geo-Advantec, Inc., Geocon West, Inc., NCE, Ninyo & Moore, Tetra Tech, and Terracon Consultants, Inc.); and (2) approve amendments to existing on-call professional services agreements with GHD, Wallace & Associates Consulting, Inc., and Advantec through June 30, 2024 for completion of existing projects.

BACKGROUND

The Public Works Department is responsible for the management of the citywide capital improvement program. In addition, the staff have other responsibilities such as: conducting condition setting and plan check of private development projects, responding to questions at the public counter, parking permits, 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 multi-million-dollar capital improvement project workload, it is necessary to augment Public Works staff with consultants, principally for project design, construction management and inspection, and geotechnical investigation and material testing services. Private firms can provide the specific technical knowledge and the time to ensure that projects are effectively designed and constructed in accordance with sound engineering practices and standards, under the direction of City staff. This method of using multiple, pre-approved consultants for multi-year contracts, was first implemented in 2004.

On August 27, 2018, the City Council approved professional services agreements with eight on-call traffic engineering firms and 33 on-call civil engineering design, construction management and inspections, and geotechnical and material testing firms to support the Engineering Division in implementing the Capital Improvement Program (CIP). The on-call consulting firms successfully designed and managed numerous capital improvement projects between 2018 and 2023. These contracts will expire on June 30, 2023.

DISCUSSION:

On March 9, 2023, a Request for Qualifications (RFQ) # 2327 was released and advertised through PlanetBids for general civil engineering design services, traffic engineering services, construction management and inspection services, geotechnical and material testing services. Thirty-three (33) firms responded with their proposals. Staff reviewed and evaluated each of the firms' RFQ's 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 (general public works infrastructures, traffic signal, street, building facilities and streetlight improvements)
- Proposed fee schedule for the firm's personnel.
- Type of services required for Culver City's CIP projects

After the evaluation of each RFQ, staff is recommending awarding on-call professional services contracts to select firms under specific engineering disciplines as follows:

- 1) General civil engineering services firms (14):
 1. KOA Corporation
 2. KPFF, Inc.
 3. NV5, Inc.
 4. Chris Nelson & Associates, Inc.
 5. CWE
 6. RTI Consulting Inc.
 7. Willdan Engineering
 8. Kimley-Horn and Associates, Inc.
 9. Tool Design Group, LLC
 10. Transtech Engineers, Inc.
 11. John M. Cruikshank Consultants, Inc.
 12. Kruezer Consulting Group
 13. NCE
 14. Kabbara Engineering
- 2) Traffic engineering services firms (7):
 1. Alta Planning & Design
 2. Interwest
 3. Kimley-Horn and Associates, Inc.
 4. KOA Corporation
 5. Michael Baker International
 6. Transtech Engineers, Inc.
 7. Willdan Engineering
- 3) Construction management and inspection services firms (7):
 1. Annealta Group
 2. NV5, Inc.
 3. SA Associates
 4. Transtech Engineers, Inc.
 5. Michael Baker International
 6. RTI Consulting Inc.
 7. Willdan Engineering
- 4) Geotechnical engineering and material testing services firms (6):
 1. Geo-Advantec, Inc.
 2. Geocon West, Inc
 3. NCE

4. Ninyo & Moore
5. Tetra Tech
6. Terracon Consultants, Inc.

Staff is recommending that a total of 26 individual firms (some firms offer multiple disciplines) be awarded on-call contracts. Having multiple on-call contracts will streamline project workflow and save time on the procurement process so that staff will be better able to focus on the successful completion of multiple capital improvement projects.

Due to the large number of proposed on-call firms, staff will issue an RFP for required professional services for each capital project or specific task to a few firms within any discipline group. Each subsequent RFP will be sent to another group of firms on the list, 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 an RFP to all firms at the same time.

The RFP will require the consultant to submit a brief proposal that contains resumes of their staff proposed for the project, 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. Interviews may be conducted. Based on these criteria, one firm will be selected and approved administratively if within the established Purchasing Authority. If the proposal exceeds the Purchasing Authority, award of the project or task will be brought to City Council for approval. Once approved, a task order will be issued for the project along with a stipulated not-to-exceed amount under the on-call professional services agreement.

These consulting firms will be required to provide errors and omissions and liability insurance as part of the on-call professional services agreement. The City retains the right to terminate these agreements upon 30 days' notice at any time during the term of these agreements. Also, the City will have the right to contract with other consultant firms that are not on the approved on-call list, when it is in the City's best interest. For CIP projects that require specialized services, the Request for Proposals (RFP) process will be opened to firms outside the on-call list.

Due to the nature of the capital improvement project design and construction process and schedule, there are three firms on the current on-call list (GHD, Wallace & Associates Consulting, Inc., and Advantec) that are currently working on pending projects; however, their current on-call services contracts expire on June 30, 2023. These three firms are not included among the selected firms for the new on-call list beginning July 1, 2023 and ending June 30, 2028. In order to seamlessly complete those projects, staff recommends the City Council authorize one-year extensions through June 30, 2024 for GHD, Wallace & Associates Consulting, Inc., and Advantec in order to allow them to complete their outstanding work. This one-year extension would only apply to existing engineering services that have been authorized for specific CIP projects but have not been completed as of June 30, 2023. Any new engineering services requests will be selected from the new list of firms.

FISCAL ANALYSIS

The consultants on the new on-call list would be paid for their services using funds already set aside for engineering costs within the Public Works department budget and the approved capital project

budgets of each capital project. Task orders for work would be issued up to the established City Purchasing Authority administratively. Task orders for projects exceeding the Purchasing Authority would be brought to City Council for approval.

The three existing on-call professional services agreements that require a one-year extensions through June 30, 2024 are associated with the following multi-year CIP projects that are still underway:

GHD

- Sanitary Sewer SCADA Emergency Notification System, PS-012
- Fox Hills and Bristol Sewage Pump Station Diversion Pipelines, PW-003
- Sewage Pump Station Improvements, PZ-521

Wallace & Associates Consulting, Inc.

- Mesmer Dry Weather Diversion Project, PR-005

Advantec

- Unsignalized Intersection Safety Improvements, PS-028

Funding for these three existing on-call professional service agreements is included in the above referenced CIP projects in the Adopted Budget for Fiscal Year 2023-2024.

ATTACHMENTS

None.

MOTION

That the City Council:

1. Approve on-call professional services agreements with the following firms to support the City's Capital Improvement Program, from July 1, 2023 to June 30, 2028, with compensation for on-call services to be determined on a task by task basis and brought to Council for approval when exceeding the Purchasing Authority:
 - a) General civil engineering services firms (14):
KOA Corporation, KPFF, Inc., NV5, Inc., Chris Nelson & Associates, Inc., CWE, RTI Consulting Inc., Willdan Engineering, Kimley-Horn, Associates, Inc., Tool Design Group, LLC, Transtech Engineers, Inc., John M. Cruikshank Consultants, Inc., Kruezer Consulting Group, NCE, and Kabbara Engineering.
 - b) Traffic engineering services firms (7):
Alta Planning & Design, Interwest, Kimley-Horn and Associates, Inc., KOA Corporation, Michael Baker International, Transtech Engineers, Inc., Willdan Engineering.

c) Construction management and inspection services firms (7):

Annealta Group, NV5, Inc., SA Associates, Transtech Engineers, Inc., Michael Baker International, RTI Consulting Inc., Willdan Engineering.

d) Geotechnical engineering and material testing services firms (6):

Geo-Advantec, Inc., Geocon West, Inc., NCE, Ninyo & Moore, Tetra Tech Terracon Consultants, Inc.; and,

2. Approve amendments to existing on-call professional services agreements with GHD, Wallace & Associates Consulting, Inc., and Advantec through June 30, 2024 for completion of existing projects; and,
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.