

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

Meeting Date: 8/6/12	Item Number: <u>C-6</u>
CITY COUNCIL AGENDA ITEM: Approval of on-call Professional Services Agreements with Associated Soils Engineering, Inc., Geo-Environmental, Inc., Kling Consulting Group, Inc., LaBelle-Marvin, Inc., Ninyo and Moore Consultants, Southwest Geotechnical, Inc., and Terracon Consultants, Inc. for Geotechnical Engineering and Material Testing Services.	
Contact Person/Dept.: Hong Wang/PW	Phone Number: 310-253-5604
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 (8/01/12). Associated Soils Engineering, Inc., Geo-Environmental, Inc., Kling Consulting Group, Inc., LaBelle-Marvin, Inc., Ninyo and Moore Consultants, Southwest Geotechnical, Inc., and Terracon Consultants, Inc. by e-mail on (8/1/12).	
Department Approval: Charles D. Herbertson (07/24/12)	City Attorney Approval: Carol Schwab (by H. Baker) (07/31/12)
Chief Financial Officer Approval: Jeff Muir (08/01/12)	City Manager Approval: John M. Nachbar (08/01/12)

RECOMMENDATION:

Staff recommends the City Council approve on-call professional services agreements with Associated Soils Engineering, Inc., Geo-Environmental, Inc., Kling Consulting Group, Inc., LaBelle-Marvin, Inc., Ninyo and Moore Consultants, Southwest Geotechnical, Inc., and Terracon Consultants, Inc. for geotechnical engineering and materials testing services on an as-needed basis to support the City's Capital Improvement Program with all proposed agreements with terms expiring on June 30, 2015 and in amounts not to exceed the total amounts budgeted for the respective capital projects .

BACKGROUND:

The Public Works Department/Engineering Division is responsible for the management of the citywide capital improvement program. With these work responsibilities along with a capital improvement project workload in the millions of dollars, it is necessary to augment Engineering Division staff with consultants to provide the specific technical knowledge and services to ensure that projects are effectively designed and properly constructed in conformance with specifications and standards.

To address this need, the City has previously entered into multi-year contracts with geotechnical civil engineering firms to provide geotechnical engineering and materials testing services support to the capital improvement program. On April 13,

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2009, the City Council approved professional services agreements with seven geotechnical and material testing firms. The consulting firms successfully provided material testing services on many of the capital improvement projects in fiscal years 2009 through 2012. Their contracts expired on June 30, 2012.

DISCUSSION:

In July 2012, a request for a Statement of Qualification (SOQ) for geotechnical engineering and material testing was mailed to seven (7) civil engineering firms. All seven (7) 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

After the evaluation of each SOQ, staff is recommending awarding on-call professional services contracts to all seven (7) firms. Staff is recommending that six (6) geotechnical firms that had contracts and worked on various projects with the City, Associated Soils Engineering, Inc., Geo-Environmental, Inc., Kling Consulting Group, Inc., Ninyo and Moore Consultants, Southwest Geotechnical, Inc., and Terracon Consultants, Inc. 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 LaBelle-Marvin Inc. be approved to support the City's capital improvement program.

In order to ensure that a competitive process is still in place, these firms (divided in two alternating subgroups) will receive a request for proposal for capital projects that need geotechnical engineering or construction material testing. Each proposal will then be reviewed based on the proposed services and cost, and one firm can be selected (not necessarily based on low bid) 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.

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.

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The statements of qualifications from all seven 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.

MOTIONS:

That the City Council:

- 1) Approve on-call professional services agreements with Associated Soils Engineering, Inc., Geo-Environmental , Inc., Kling Consulting Group, Inc., LaBelle-Marvin, Inc., Ninyo and Moore Consultants, Southwest Geotechnical, Inc., and Terracon Consultants, Inc. for Geotechnical Engineering and Material Testing Services all expiring on June 30, 2015 for amounts not to exceed the total amount budgeted in the respective capital projects; and,
- 2) Authorize the City Attorney to review/prepare the necessary documents; and,
- 3) Authorize the City Manager to execute such documents on behalf of the City.