

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

Meeting Date: 07/13/09		Item Number: <u>A-3</u>	
CITY COUNCIL AGENDA ITEM: Approval of Professional Services Agreements with AAE Inc., APD Consultants, CivilSource, E.W. Moon, Kimley-Horn and Associates, KOA Corporation/CBM Consultants, Paller-Roberts Engineering, Inc., Psomas and Willdan for General Civil Engineering Services; and with GK Consultants and Nickerson Company 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: (E-Mail) Agendas and Meetings – City Council (07/08/09); (E-Mail) AAE Inc., (E-Mail) APD Consultants, (E-Mail) CivilSource (E-Mail) E.W. Moon, (E-Mail) GK Consultants, (E-Mail) Kimley-Horn and Associates, (E-Mail) KOA Corporation/CBM Consultants, (E-Mail) Nickerson Company, (E-Mail) Paller-Roberts Engineering, Inc., (E-Mail) Psomas, and (E-Mail) Willdan (07/08/09).			
Department Approval: Charles D. Herbertson (07/02/09)		City Attorney Approval: Carol Schwab (by H. Baker) (07/07/09)	
Chief Financial Officer Approval: Jeff Muir (by N. Kimball) (07/08/09)		City Manager Approval: Mark Scott (07/08/09)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve professional services agreements with AAE Inc., APD Consultants, CivilSource, E.W. Moon, Kimley-Horn and Associates, KOA Corporation/CBM Consultants, Paller-Roberts Engineering, Inc., Psomas and Willdan for general civil engineering services; and with GK Consultants and Nickerson Company for construction management and inspection services, all for terms expiring on June 30, 2012. <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 civil engineering positions that oversee and implement the capital improvement program, including the Public Works Director/City Engineer, Engineering Services Manager, two Senior Civil Engineers, and three Associate Engineers. In addition, the Engineering Division staff has other responsibilities such as responding to questions at the public counter, working with other City departments on city-wide 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			

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vacancies within the Division, it is necessary to augment Engineering Division staff with consultants, principally for project design, construction management, and inspection 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 sound engineering practices and standards. On July 23, 2007, the City Council approved professional services agreements with seven (7) 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 2007/08 and 2008/09. Their contracts expired on June 30, 2009.

DISCUSSION:

On June 5, 2009, 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-one (21) 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 by the Engineering Services Manager and the two Senior Civil Engineers, staff is recommending awarding professional services contracts to ten (11) civil engineering and/or construction management and inspection firms. Staff is recommending that five (5) civil engineering firms that had contracts and worked on various projects with the City, APD Consultants of Irvine, CBM Consultants (merged with KOA Corporation) of Gardena, , Paller-Roberts Engineering of Culver City, Psomas of Santa Ana, and Nickerson Company of Westchester, be approved again so they can continue to provide proposals and support to staff for the City's capital improvement program. Staff is recommending not renewing contracts with KDM Meridian and Norris-Repke. Both of these

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companies failed to successfully compete for selection to perform project work over the past several years due to either higher proposal prices or less qualified personnel.

Based on the review of the SOQ, staff is recommending the following additional companies: AAE of Orange, CivilSource of Irvine, E.W. Moon of Palms-Los Angeles, GK Consultants of Diamond Bar, Kimley-Horn and Associates, Inc. of Woodland Hills, and Willdan Engineering of City of Industry, be approved to support the City's capital improvement program. With the five additional firms, the competition for projects amongst the ten (10) firms will ensure that the City receives competitive rates. These ten (10) engineering, construction management and inspection companies have a wealth of experience working with local cities on many different types of capital projects.

Firms may receive a request for proposal for each new capital project depending on their availability and specific expertise. The request for proposal will require the consultant to submit a brief proposal that contains resumes of their staff, availability, hourly rates, 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 is evaluated based on the demonstrated level of expertise of the proposed project staff, time to complete the work, and fee. Based on all of these criteria, one firm will be selected and be approved administratively by the Public Works Director/City Engineer. Having ten (10) 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 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 Year 2009/10 and 2010/11, \$20 million of capital projects are in the approved interim budget. Typically the total consultant fees range from 10% to 20% of a capital project budget. For the proposed agreements, staff will conservatively use 15% as the amount set aside for consultant services. Therefore, of the \$20 million of capital projects, it is proposed that \$3 million be encumbered for the agreements.

It is recommended that the contracts go into effect after they are approved and fully executed and that they expire on June 30, 2012.

FISCAL ANALYSIS:

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The consultants would be paid for their services using funds already set aside for engineering costs within the approved interim 2009/10 and 2010/2011 capital project budgets of each capital project.

ATTACHMENTS:

- AAE Consulting, Inc. Statement of qualifications
- APD Consultants Statement of Qualifications
- CivilSource Statement of Qualifications
- E. W. Moon
- GK Consultants Statement of Qualifications
- Kimley-Horn and Associates, Inc. Statement of Qualifications
- KOA Corporation Statement of Qualifications
- Nickerson Company Statement of Qualifications
- Paller-Roberts Engineering Statement of Qualifications
- Psomas Statement of Qualifications
- Willdan Engineering Statement of Qualifications

MOTION:

That the City Council:

1A) Approve professional services agreements with AAE Inc., APD Consultants, CivilSource, E.W. Moon, Kimley-Horn and Associates, KOA Corporation/CBM Consultants, Paller-Roberts Engineering, Inc., Psomas and Willdan for General Civil Engineering Services; and with GK Consultants and Nickerson Company for Construction Management and Inspection Services, all with terms expiring on June 30, 2012 in an aggregate not to exceed amount of \$3,000,000; and,

1B) Authorize the City Attorney to review/prepare the necessary documents; and.

1C) Authorize the City Manager to execute such documents on behalf of the City.

OR

2) Direct staff, for each Capital project, to seek City Council authorization for release of a Request for Proposals for general civil engineering services and construction management and inspection services and obtain City Council approval for each professional services agreement.