



# City of Culver City

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## Staff Report

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**Approval of On-Call Professional Services Agreements with (1) APD Consultants Inc., Cannon, Civil Source, Inc. KOA Corporation, MNS Engineers, Inc., Pacifica Services Inc., PacRim Engineering, RTI Consulting Inc., VA Consulting Inc., Willdan; Paller-Roberts Engineering, Inc., and SA Associates (Design Only), Interwest Consulting Group and The Nickerson Company (Construction Management and Inspection Only), for General Civil Engineering Services; and with (2) Associated Soils Engineering, Inc., Geo-Environmental, Inc., Kling Consulting Group, Inc., LaBelle-Marvin, Inc., Ninyo and Moore Consultants, and Terracon Consultants, Inc. for Geotechnical Engineering and Material Testing Services; to Support the Capital Improvement Program, from July 1, 2015 to June 30, 2018, in an Aggregate Amount Not-to-Exceed \$4,000,000.**

**Contact Person/Dept:** Mate Gaspar and Hong Wang/DPW  
**Phone Number:** 310-253-5602/310-253-5604

**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 (06/18/15). All consultants who submitted a State of Qualifications by e-mail on (6/17/15).

**Department Approval:** Charles D. Herbertson (06/11/15)

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### RECOMMENDATION

Staff recommends the City Council approve on-call professional services agreements with (1) APD Consultants Inc., Cannon, Civil Source, Inc. KOA Corporation, MNS Engineers, Inc., Pacifica Services Inc., PacRim Engineering, RTI Consulting Inc., VA Consulting Inc., Willdan; Paller-Roberts Engineering, Inc., and SA Associates (design only), Interwest Consulting Group and The Nickerson Company (construction management and inspection only), for general civil engineering services, and (2) Associated Soils Engineering, Inc., Geo-Environmental, Inc., Kling Consulting Group, Inc., LaBelle-Marvin, Inc., Ninyo and Moore Consultants, and Terracon Consultants, Inc. for geotechnical engineering and material testing services; to support the Capital Improvement Program, from July 1, 2015 to June 30, 2018, in an aggregate amount not-to-exceed \$4,000,000.

### BACKGROUND

The Public Works Department/Engineering Division is responsible for the management of the citywide capital improvement program. The Engineering Division has several positions that oversee and implement the capital improvement program such as the Public Works Director/City Engineer, Engineering Services

Manager, two Senior Civil Engineers, one Associate Engineer, and one Senior Management Analyst/Project Manager. In addition, the Engineering Division staff has other responsibilities such as: conducting condition setting and plan check of private development projects, 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 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. 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, under the direction of the Engineering Division. This method of using multiple pre-approved consultants, for three year contracts, has proven successful since first implemented in 2004. Prior to that time, the City had one consultant engineering firm for 10 years that provided this same service.

On July 2, 2012, the City Council approved professional services agreements with twenty (20) civil engineering firms to support the Engineering Division in implementing the capital improvement program. On August 6, 2012, the City Council approved professional services agreements with seven geotechnical and material testing 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 years 2012 through 2015. Their contracts expire on June 30, 2015.

## **DISCUSSION**

### **General civil engineering design, construction management and inspection**

In April 2015, a request for a Statement of Qualification (SOQ) for general civil engineering design, construction management and inspection services was sent to twenty (20) civil engineering firms. Nineteen (19) firms responded, and staff reviewed and evaluated each of the firms' 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, traffic signal, street, building and streetlight improvements)
- Fee schedule for the firm's personnel for 2015 through 2018
- References from other government agencies
- The number of capital projects completed.

After the evaluation of each SOQ, staff is recommending awarding on-call professional services contracts to fourteen (14) civil engineering and/or construction management and inspection firms as follows:

APD Consultants Inc.  
Cannon,  
Civil Source, Inc.  
Interwest Consulting Group (construction management and inspection only),

KOA Corporation  
MNS Engineers Inc.  
Pacifica Services Inc.  
PacRim Engineering  
RTI Consulting Inc.  
VA Consulting, Inc.  
Willdan  
Paller-Roberts Engineering, Inc. (design only)  
SA Associates (design only)  
The Nickerson Company (construction management and inspection only).

Due to the proposed larger number of firms, staff will issue requests for proposals (RFP) for each new capital project to no more than four of the 14 firms. Each subsequent RFP will be sent to another group of firms 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 a RFP to all fourteen firms at the same time. The RFP will require the consultant to submit a brief proposal that contains resumes of their staff, 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 all of these criteria, one firm will be selected and approved administratively by the Public Works Director/City Engineer.

Having fourteen (14) on-call exclusive contracts will save time on the procurement process so that staff will be better able to focus on completing capital improvement projects. For large CIP projects or special projects, the RFP process will also be opened to firms outside the on-call list.

#### Geotechnical Engineering and Material Testing Services

In May 2015, a request for a Statement of Qualification (SOQ) for geotechnical engineering and material testing services was sent to seven (7) geotechnical engineering firms. Six (6) firms responded and after the evaluation of each SOQ, staff is recommending awarding on-call professional services contracts to all six (6) firms so they can continue to provide proposals and support to staff for the City's capital improvement program.

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 Years 2015/2016 through 2017/2018 it is estimated that there will be about \$35 million of capital projects that could require consultant support. Typically, the total consultant fees range from 10% to 20% of a capital project budget. For the proposed agreements, staff proposes that 12% be set aside for consultant services. Therefore, of the \$35 million of capital projects, it is proposed that \$4 million be the aggregate not-to-exceed contract amount for these services.

It is recommended that the contracts are for a term of three years and expire on June 30, 2018.

The statements of qualifications from all firms who submitted proposals 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. The contract agreement process allows staff to keep track of the expenditure for each consultant service. Funds will only be expended to these consultant as projects move forward.

## **ATTACHMENTS**

None.

## **MOTION**

That the City Council:

- 1) Approve professional services agreements with (1) APD Consultants Inc., Cannon, Civil Source, Inc. KOA Corporation, MNS Engineers, Inc., Pacifica Services Inc., PacRim Engineering, RTI Consulting Inc., VA Consulting Inc., Willdan; Paller-Roberts Engineering, Inc., and SA Associates (design only), Interwest Consulting Group and The Nickerson Company (construction management and inspection only), for general civil engineering services; and (2) Associated Soils Engineering, Inc., Geo-Environmental, Inc., Kling Consulting Group, Inc., LaBelle-Marvin, Inc., Ninyo and Moore Consultants, and Terracon Consultants, Inc. for geotechnical engineering and materials testing services, to support the Capital Improvement Program, from July 1, 2015 to June 30, 2018, in an aggregate not to exceed amount of \$4,000,000; 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.