



# City of Culver City

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## Staff Report Details (With Text)

**File #:** 19-120      **Version:** 1      **Name:**  
**Type:** Minute Order      **Status:** Consent Agenda  
**File created:** 7/27/2018      **In control:** City Council Meeting Agenda  
**On agenda:** 8/27/2018      **Final action:**  
**Title:** CC - Approval of On-Call Professional Services Agreements with the Selected Firms to Support the City's Capital Improvement Program, from July 1, 2018 to June 30, 2023: General Civil Engineering Firms (14 Each); Traffic Engineering Firms (8 Each); Construction Management and Inspection Firms (12 Each); and Geotechnical Engineering and Material Testing Firms (7 Each)

**Sponsors:**

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Date	Ver.	Action By	Action	Result
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**CC - Approval of On-Call Professional Services Agreements with the Selected Firms to Support the City's Capital Improvement Program, from July 1, 2018 to June 30, 2023: General Civil Engineering Firms (14 Each); Traffic Engineering Firms (8 Each); Construction Management and Inspection Firms (12 Each); and Geotechnical Engineering and Material Testing Firms (7 Each)**

**Meeting Date:** August 27, 2018

**Contact Person/Dept:** Hong Wang, Public Works/Engineering

**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:** (E-Mail) Meetings and Agendas - City Council (8/21/18); all firms submitted proposals.

**Department Approval:** Charles D. Herbertson (08/16/18)

## RECOMMENDATION

Staff recommends the City Council approve on-call professional services agreements with the selected firms to support the City's Capital Improvement Program, from July 1, 2018 to June 30, 2023: General civil engineering firms (14 each); Traffic engineering firms (8 each); Construction management and inspection firms (12 each); and Geotechnical engineering and material testing firms (7 each).

## **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, two Associate Engineers, one inspector, and one Senior Management Analyst. In addition, the Engineering Division 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 Engineering Division staff with consultants, principally for project design, construction management and inspection, and geotechnical investigation and material testing services. These firms 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 the Engineering Division. This method of using multiple pre-approved consultants for multiple year contracts, has proven successful since first implemented in 2004.

On June 22, 2015, the City Council approved professional services agreements with twenty (20) 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. On July 13, 2015, the City Council approved professional services agreements with five (5) on-call traffic engineering firms for the duration of July 2015 through June 2018. The consulting firms successfully designed and managed numerous capital improvement projects between 2015 and 2018. Their contracts expired on June 30, 2018.

## **DISCUSSION:**

In June 2018, a request for a Statement of Qualification (SOQ) for general civil engineering design services, traffic engineering services, construction management and inspection services, geotechnical and material testing services was published on the city's website. Forty-nine (49) firms responded with their proposals. 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 (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 SOQ, staff is recommending awarding on-call professional services contracts to the firms under specific engineering disciplines as follows:

- 1) General civil engineering services firms (14):
  1. Alta
  2. GHD
  3. Kabbara
  4. KCG
  5. KOA Corporation
  6. MNS Engineers
  7. NCE
  8. NV5
  9. Paller-Roberts Engineering, Inc.
  10. Quantum Consulting, Inc.
  11. RTI Consulting Inc.
  12. Transtech
  13. VCA
  14. Willdan
- 2) Traffic engineering services firms (8):
  1. Advantec
  2. Albert-Grover Associates
  3. CSG
  4. Kimley-Horn
  5. KOA Corp
  6. Stantec
  7. VCA
  8. Willdan.
- 3) Construction management and inspection services firms (12):
  1. Annealta Group
  2. CSG
  3. FCG Consultants
  4. Interwest Consulting Group
  5. NV5
  6. Quantum Consulting, Inc.
  7. RTI Consulting Inc.
  8. SA Associates
  9. Simplus Management Group
  10. The Nickerson Company
  11. Transtech
  12. Wallace & Associates Consulting, Inc
- 4) Geotechnical engineering and material testing services firms (7):
  1. Associated Soils Engineering, Inc.
  2. LaBelle-Marvin, Inc.
  3. Ninyo and Moore Consultants

4. PSI (Professional Service Industries.)
5. RMA Group
6. SCST
7. Terracon Consultants, Inc.

A total of thirty-three (33) individual firms are recommended (some firms offer multiple disciplines) to be awarded the on-call contracts. Having multiple on-call exclusive contracts will streamline and save time on the procurement process so that staff will be better able to focus on completing multiple capital improvement projects. For large CIP projects or special projects, the RFP process will also be opened to firms outside the on-call list.

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 all of these criteria, one firm will be selected and approved administratively by the Public Works Director/City Engineer.

Due to the proposed larger number of on-call firms, staff will issue requests for proposals (RFP) for each capital project professional services required to no more than 3~5 firms within any discipline group. 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 firms at the same time.

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.

## **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.

## **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, 2018 to June 30, 2023:
  - a) General civil engineering services firms (14):

Alta, GHD, Kabbara, KCG, KOA Corporation, MNS Engineers, NCE, NV5, Paller-Roberts Engineering, Inc., Quantum Consulting, Inc., RTI Consulting Inc., Transtech, VCA, and Willdan;

b) Traffic engineering services firms (8):

Advantec, Albert-Grover Associates, CSG, Kimley-Horn, KOA Corp, Stantec, VCA, and Willdan.

c) Construction management and inspection services firms (12):

Annealta Group, CSG, FCG Consultants, Interwest Consulting Group, NV5, Quantum Consulting, Inc., RTI Consulting Inc., SA Associates, Simplus Management Group, The Nickerson Company, Transtech, and Wallace & Associates Consulting, Inc.

d) Geotechnical engineering and material testing services firms (7):

Associated Soils Engineering, Inc., LaBelle-Marvin, Inc., Ninyo and Moore Consultants, PSI (Professional Service Industries.), RMA Group, SCST, and Terracon Consultants, Inc.; 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.