



**DATE:** March 26, 2019

**TO:** Mayor and City Council

**FROM:** Director of Public Works

**SUBJECT:** On-Call Public Works Construction Inspection Services – Authorization for the City Manager to Execute Professional Service Agreements with Park Engineering, CSG Consultants, and Willdan Engineering

### **RECOMMENDATION**

That Council adopts the attached resolution authorizing the City Manager to execute three-year Professional Services Agreements (PSA) with Park Engineering, CSG Consultants, and Willdan Engineering for on-call Public Works construction inspection services.

### **SUMMARY**

Continuing to augment staff with on-call construction inspectors will allow the Department to continue providing adequate inspection oversight on all City-sponsored projects as well as private developments and encroachment permits. There is no additional fiscal impact because these services will only be used on City projects with approved inspection budgets or private projects where fees are covered by developers and permit holders.

### **BACKGROUND**

In March 2016, the Council approved On-Call Public Works Inspection Services Agreements with three firms for \$150,000 per firm, per year, for a period of three years. These Agreements will expire on March 31, 2019.

Construction Inspection workload covers projects from Engineering, Transportation, Utilities, the Executive Airport, and Environmental Services, and public improvement portions of other City-sponsored projects. In addition, the Construction Inspection Section is responsible for the inspection of private development projects and encroachment permits. The Construction Inspectors covering this work include permanent City staff and on-call contract staff. With the currently anticipated workload, it is necessary to continue a similar arrangement currently used to supplement Construction Inspection staff with on-call contract inspection services to adequately cover the workload.

## **DISCUSSION**

Contract on-call inspectors will only be brought on board as workload requires and will be released when no longer needed. Using on-call inspection services will allow the services to expand and contract with workload demands. The use of a combination of staff and outside consultant services allows flexibility with minimum disruption to project delivery. These services will only be used when needed to cover projects and will be paid from capital project approved budgets, or fees paid by developers and permit holders.

It is not the staff intention to use all allocated funding for each firm each year; rather, the budgeted amount will give staff flexibility should all firms not be available to perform necessary services. If the workload falls short of the forecast, the budget expenditures would be limited to the actual inspection services.

To procure the services, a Request for Proposals was developed and advertised. On November 1, 2018, eleven firms submitted proposals in response to the RFP. Three firms – Park Engineering, CSG Consultants, and Willdan Engineering - were determined by staff to be the most qualified for the services needed based on their experience in providing similar services to other public agencies along with competitive rates. Two of these firms, CSG Consultants and Willdan, have been providing on-call inspection services to Public Works for the last three years.

## **ECONOMIC IMPACT**

There is no economic impact associated with this item.

## **FISCAL IMPACT**

This action should have a neutral impact on the General Fund as these services will only be used on City projects with already appropriated inspection budgets or projects where inspection related expenses will be reimbursed by developers and permit holders. Staff recommends a Professional Services Agreement with each firm for a not-to-exceed amount of \$150,000 per firm, per year, for a three-year period.

## **STRATEGIC INITIATIVES**

This is a routine operational item and does not relate to the Council's strategic initiatives.

## **SUSTAINABILITY FEATURES**

There are no sustainability features associated with this item.

## **PUBLIC CONTACT**

There is no public contact associated with this item.

**NEXT STEPS**

If Council authorizes these contract services, the City Manager will execute three, three-year Professional Services Agreements, with each firm.

*Prepared by:* Kathy Garcia, Deputy Director of Public Works

*Recommended by:* Alex Ameri, Director of Public Works

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

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Kelly McAdoo, City Manager