



**DATE:** June 24, 2025

**TO:** Mayor and City Council

**FROM:** Director of Public Works

**SUBJECT:** Adopt a Resolution Authorizing the City Manager to Negotiate and Execute Five (5) Professional Services Agreements with Applied Materials and Engineering, Inc., Certerra RMA Group, ISI Inspection Services, Inc., Quality Assurance Engineering, Inc., and Signet Testing Laboratories, Inc., for On-Call Material Testing and Special Inspection Services, from September 1, 2025, to August 31, 2028, in an Amount of \$150,000 Annually per Firm, with an Aggregate Not-to-Exceed Amount of \$500,000

## **RECOMMENDATION**

That City Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute five (5) professional services agreements with Applied Materials and Engineering, Inc., Certerra RMA Group, ISI Inspection Services, Inc., Quality Assurance Engineering, Inc., and Signet Testing Laboratories, Inc. for on-call material testing and special inspection services from September 1, 2025, to August 31, 2028, in an amount not-to-exceed \$150,000 annually per firm, with an aggregate amount not-to-exceed \$500,000.

## **SUMMARY**

The Department of Public Works & Utilities (Department) routinely procures services for required material testing and special inspections on all City-sponsored projects since the City does not have material testing laboratories or personnel to perform this work inhouse. Materials testing and special inspections are required on all capital improvement projects to ensure that the materials used meet project specifications.

## **BACKGROUND AND DISCUSSION**

In March 2019 and July 2022, City Council approved on-call material testing and special inspection agreements with three firms for \$200,000 annually, per firm, for a period of three years through Resolutions 19-148 and 22-189 respectively. The current agreements will expire in August and September 2025.

The Department's Construction Inspection team is responsible for overseeing the construction of Capital Improvement Projects (CIP). These projects include all City streets,

sidewalks, streetlights and traffic signals, storm drains, sanitary sewers, domestic water distribution, recycled water, the water pollution control facility, airport, and City-owned building projects. Material testing and special inspections are required on these projects to ensure that the materials used meet project specifications.

Additionally, these projects often require specialty inspectors to observe some of the in-place materials and workmanship. The City does not have material testing laboratories or personnel to perform this type of work internally. Material testing and specialty inspections will be performed only as required to deliver projects in compliance to codes and specifications. These services will be paid for from CIP project budgets.

In response to the Request for Proposal (RFP), fourteen (14) firms submitted proposals. Staff determined five firms, Applied Materials and Engineering, Inc., Certerra RMA Group, ISI Inspection Services, Inc., Quality Assurance Engineering, Inc., and Signet Testing Laboratories, Inc., to be the most qualified for the services needed based on their laboratory credentials and staff experience in providing similar services to other public agencies along with competitive rates. Staff recommends a PSA with each firm for a not-to-exceed amount of \$150,000 annually per firm, with an aggregate amount not-to-exceed \$500,000.

## **ECONOMIC IMPACT**

Timely materials testing services for City projects ensures public safety and fosters economic activity. For example, materials testing on public improvement projects, like annual pavement rehabilitation and sidewalk installations, verifies the materials used are compliant with approved specifications and codes for public safety.

## **STRATEGIC ROADMAP**

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

## **FISCAL IMPACT**

This agenda item will not impact the City's General Fund. The funding for these services will come from previously approved budgets allocated for material testing and special inspections for projects within the adopted Capital Improvement Program (CIP).

## **SUSTAINABILITY FEATURES**

There are no sustainability features associated directly with this item.

## **PUBLIC CONTACT**

The RFP was posted publicly on the City's website<sup>1</sup> on April 9, 2025.

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<sup>1</sup> <https://www.hayward-ca.gov/business/doing-business-with-hayward/rfps-rfq>

## **NEXT STEPS**

If City Council approves, the City Manager will execute individual three-year PSAs with each firm.

*Prepared by:* Marissa Matta, Management Analyst  
Jason Whipple, Supervising Construction Inspector

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

Approved by:

A handwritten signature in blue ink, appearing to read 'M. Lawson', is positioned above a horizontal line.

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Michael Lawson, J.D.  
Acting City Manager