



# CITY OF HAYWARD

Hayward City Hall  
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## Cover Memo

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**File #:** CONS 23-005, **Version:** 1

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**DATE:** January 17, 2023

**TO:** Mayor and City Council

**FROM:** Director of Public Works

### **SUBJECT**

Adopt a Resolution Authorizing the City Manager to Execute Five (5) Eighteen-Month Professional Services Agreements with CSG Consultants, EKI Environment & Water, Harris & Associates, Lee and Ro, and V.W. Housen & Associates for On-Call Engineering Support Services, in an Amount Not-To Exceed \$500,000 each, with an Aggregate Amount Not-To-Exceed \$1,500,000

### **RECOMMENDATION**

That Council adopts a resolution (Attachment I) authorizing the City Manager to execute five (5) eighteen-month Professional Services Agreements (PSAs) with CSG Consultants (CSG), EKI Environment & Water (EKI), Harris & Associates (Harris), Lee and Ro (L&R), and V.W. Housen & Associates (Housen) for on-call engineering support services at \$500,000 each and in an aggregate amount not-to-exceed (NTE) \$1,500,000.

### **SUMMARY**

The Utilities Division of the Public Works & Utilities Department maintains and improves the City's water, groundwater, wastewater and recycled water resources and infrastructure. Utilities Engineering staff is responsible for managing design and construction projects as part of the City's Capital Improvement Program (CIP), reviewing encroachment permits and improvement plans for private development projects, and responding to customers' engineering inquiries. Due to staff vacancies and significant CIP and private development workload, staff is requesting authorization to execute PSAs with CSG, EKI, Harris, L&R, and Housen for on-call engineering support and staff augmentation services in an aggregate amount NTE \$1,500,000, with individual PSAs in amounts NTE \$500,000.

The actual work and compensation for each consultant will depend on which, if any, projects they are selected to provide services for. No guarantees have been made to the firms. When needed, the City will issue Request for Proposals for a specific project with a defined scope to a minimum of three of the consultants on the on-call list most qualified to perform that task. Following review of the proposals, including qualifications of the proposed team, schedule for performing the work, and reasonableness of fee, the City will select and authorize a consultant to perform the work.

### **ATTACHMENTS**

Attachment I Staff Report  
Attachment II Resolution