



CITY COUNCIL AGENDA REPORT

MEETING DATE: APRIL 5, 2016

ITEM NUMBER: CC-8

SUBJECT: EMERGENCY PURCHASE FOR PROFESSIONAL ENGINEERING SERVICES TO PROVIDE AS-NEEDED STAFF SUPPORT FOR VARIOUS CAPITAL IMPROVEMENT PROGRAM PROJECTS

DATE: MARCH 24, 2016

FROM: PUBLIC SERVICES DEPARTMENT/ENGINEERING DIVISION

PRESENTATION BY: ERNESTO MUNOZ, PUBLIC SERVICES DIRECTOR

FOR FURTHER INFORMATION CONTACT: BALTAZAR MEJIA, ACTING CITY ENGINEER, (714) 754-5291

RECOMMENDED ACTION:

Receive and File.

BACKGROUND:

In Fiscal Year 2015-2016, City Council allocated approximately \$26 million towards a number of Capital Improvement Program (CIP) projects. These projects are in various stages of development that range from conceptual design to construction.

There are currently six vacancies in the Engineering Division of the Public Services Department. The six vacant full time positions, consisting of one Principal Civil Engineer, one Senior Engineer, one Associate Engineer, two Assistant Engineers, and an Engineering Technician III, are responsible for and considered vital positions to oversee park development, right-of-way services, NPDES program, development review and permitting, and engineering design and construction management of the City's CIP projects.

ANALYSIS:

It is estimated that recruitment of these positions will take six to nine months to complete. In the interim, in order to move forward with the approved CIP projects, there is an immediate need to retain the services of a professional engineer to act in the capacity of a Principal Engineer.

The scope of work requires that the consultant provide a qualified Professional Engineer/Project manager to oversee the design and construction of various CIP projects and services on an as-needed basis until the recruitment process is completed and the vacant positions are permanently filled. This includes, but is not limited to, preparation of Requests For Proposals (RFP's) for Professional Engineering and/or Architectural Services, review and plan check of construction documents, review and management of consultants and/or contractors' activities and performance, coordination with regulatory agencies, provide development review and permitting, NPDES compliance, advertisement of projects for construction, negotiation of contract change orders, monitoring of project schedules, and providing construction management services.

Pursuant to the City's Purchasing & Policy Manual, Article 17 Emergency Purchasing, Section 17-100 Emergencies, #1 an Emergency Purchase has been processed to retain the services of Interwest Consulting Group (Attachment 1) in an amount not to exceed \$200,000 to assist the Engineering Division with the staff shortage.

ALTERNATIVES CONSIDERED:

The alternative to the proposed City Council action would be to cancel the contract for the stated Project and Construction Management Services. Due to the volume of work and the large number of projects currently being handled by the Engineering Division, a significant lack of supervision/implementation of current CIP projects would be experienced.

FISCAL REVIEW:

Funding for these services came from salary savings from the stated vacant positions.

LEGAL REVIEW:

A legal review is not required for the proposed action.

CONCLUSION:

It is recommended that the City Council receive and file the report in accordance with the adopted Purchasing Procedures.

ERNESTO MUNOZ
Public Services Director

BALTAZAR MEJIA
Acting City Engineer

Attachment: 1. [Interwest Consulting Group Proposal](#)

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 File