



CITY COUNCIL AGENDA REPORT

MEETING DATE: DECEMBER 6, 2016

ITEM NUMBER: CC-5

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

DATE: NOVEMBER 17, 2016

FROM: PUBLIC SERVICES DEPARTMENT/ENGINEERING DIVISION

PRESENTATION BY: RAJA SETHURAMAN, INTERIM PUBLIC SERVICES DIRECTOR

FOR FURTHER INFORMATION CONTACT: BALTAZAR MEJIA, CITY ENGINEER, (714) 754-5335

RECOMMENDED ACTION:

1. Approve Contract Change Order No. 2 (Attachment 1) to the Professional Services Agreement with Civil Source, Inc., 9890 Irvine Center Drive, Irvine, California 92618, in the amount of \$350,000.00; and Contract Change Order No. 2 (Attachment 2) to the Professional Services Agreement with Interwest Consulting Group, Inc. 15140 Transistor Lane, Huntington Beach, California 92649 in the amount of \$400,000.00 to secure additional services on an as-needed basis, for Project/Construction Management and Public Works Inspection for various Council-approved Capital Improvement Program (CIP) projects.
2. Authorize the Chief Executive Officer to execute the Contract Change Orders.

BACKGROUND:

In Fiscal Years 2015-2016 and 2016-2017, the City Council allocated approximately \$42 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 nine vacancies in the Engineering and Transportation Divisions and two Division Manager vacancies in the Transportation and Maintenance Services Division of the Public Services Department. The eleven vacant full time positions, ranging from Division Manager to Engineering Technician levels, are responsible to oversee park development, right-of-way services, NPDES program, development review and permitting, engineering design, transportation services and construction management of the City's CIP projects.

On November 3, 2015, the City entered into an agreement with Civil Source, Inc. in the amount of \$940,000, and on March 25, 2016, the City entered into an agreement with Interwest Consulting Group, Inc., in the amount of \$200,000 to provide a team of professional engineers and inspectors to oversee the design and construction of various CIP projects on an as-needed basis. 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 approval of Water Quality Best Management Practices by developers, review and management of consultants and/or contractors' activities and performance, advertisement of projects for construction, negotiation of contract change orders, monitoring of project schedules, and providing construction management and inspection services for CIP and private development within the public right-of-way.

ANALYSIS:

Civil Source Inc. and Interwest Consulting Group staff have worked with City staff to assist in the successful execution of several Capital Improvement Projects and services including private development inspection within the public right-of-way. They have also provided staff augmentation support with the current vacancies in the Public Services Department.

Staff has previously processed one change order for each consultant in the amounts of \$185,000 and \$39,500 respectively. Staff anticipates expending the encumbered amounts by the end of the year. However, in early 2017 several major projects including the Bristol Street Projects, the Arlington Drive Bioswale project, East 19th Street Traffic Calming project, Citywide Parkway project, Mesa Verde median reconstruction project, and other design projects, are anticipated to start.

While efforts to recruit for the vacant positions continue, due to the time-sensitive nature of present and upcoming capital improvement projects, the current workload exceeds staff resources at this time. The approval of the proposed contract change orders will extend the requested consultant services through June 30, 2017.

ALTERNATIVES CONSIDERED:

One alternative would be to perform the work in-house. However, the volume of work associated with the large number of projects currently being processed exceeds staff's resources and time. A second alternative would be to re-advertise the professional services contract. However, staff does not anticipate that this will result in a lower fee.

FISCAL REVIEW:

Funding for these services is proposed to come from salary savings from the vacant positions and from the individual CIP project allocations.

LEGAL REVIEW:

No legal review is required for this item.

CONCLUSION:

The City originally entered into a Professional Services Agreement with Civil Source Inc. and Interwest Consulting Group to provide staff support on an as-needed basis. As the current funding allocations will be expended by the end of the year, staff is requesting the approval of the attached contract change orders to Civil Source and Interwest Consulting Group in the amounts of \$350,000 and \$400,000, respectively, to extend the original professional services agreement through June 30, 2017. City Council approval of the proposed contract change orders is being requested, as well as authorization for their execution by the Chief Executive Officer.

RAJA SETHURAMAN,
Interim Public Services Director

BALTAZAR MEJIA
City Engineer

Attachments:

1. [Change Order No. 2 – Civil Source Inc.](#)
2. [Change Order No. 2 – Interwest Consulting Group](#)

Distribution:

Chief Executive Officer
Assistant CEO
City Attorney
Director of Finance
City Clerk