



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council **Item No.** _____

FROM: City Administrator

SUBJECT: Authorization of Interim Engineering Support Services

MEETING DATE: August 16, 2016

RECOMMENDATION:

It is recommended that the City Council authorize Elie Farah, Inc. (EFI) and Transtech Engineering, Inc. (Transtech) to proceed with interim civil engineering design services, per their existing on-call professional services agreements, dated February 2, 2016.

BACKGROUND:

The Public Works and Development Services Department (PWDS) is currently implementing approximately \$42.5 Million in existing Capital Improvement Program (CIP) projects. On June 21, 2016, the City Council adopted an additional \$9.4 Million in projects as part of the CIP. As a result, the PWDS is tasked with a total CIP of approximately \$52 Million.

Recently, it has come to light that two key positions within the Department, the Deputy Director of Engineering Services and the Senior Management Analyst, may be vacant in the near future. Both employees have received offers from other public agencies and are currently undergoing the on boarding process. As a result, there will be an immediate need for interim engineering support services to ensure the continuous and timely implementation of the CIP.

ANALYSIS:

It will take approximately six months to fill both positions. The combined six month salary savings will be \$138,680. Staff proposes to utilize the salary savings to procure interim engineering support services and to increase the hours of the upcoming temporary, part-time office specialist until the subject vacancies are filled.

Staff conducted informal interviews with four of the City's existing engineering consultants (AB Engineering, EFI, JMDiaz, and Transtec) regarding the scope of work necessary during the interim period. As a result of the interviews, EFI and Transtech were determined to be the best fit. Staff requests an authorization of \$113,680 for

interim engineering support services which will be invoiced based on actual hours spent and billed according to the rates established per each firm's existing on-call professional services agreement, dated February 2, 2016. A copy of the scoring sheets is attached.

In addition, staff proposes to use a portion of the salary savings, approximately \$25,000, to increase the hours of the temporary, part-time office specialist during the interim period. The temporary, part-time office specialist was previously approved as part of the Annual Budget adoption on June 21, 2016.

ALTERNATIVES:

1. Approve staff recommendation
2. Disapprove staff recommendation
3. Provide further direction to staff

FISCAL IMPACT:

The total authorization amount requested is as follows:

Item	Amount
Engineering Support Services (EFI and Transtech)	\$113,680
Part-Time Office Specialist (City, increase hours)	\$25,000
Total Authorization =	\$138,680

No net fiscal impact. The cost savings as a result of the subject vacancies is \$138,680. The total authorization amount requested is \$138,680.

RELATIONSHIP TO STRATEGIC GOALS:

The issue before the Council is applicable to the following Council's strategic goal: *"Improve and maintain infrastructure and beautify our community"* as identified in the 2012 Strategic Plan.

Recommended by: Maryam Babaki, Director of Public Works & Development Services

Reviewed by: Vilko Domic, Finance Director

Approved as to form: Eduardo Olivo, City Attorney

Respectfully submitted: Jorge Rifá, City Administrator

ATTACHMENTS:

1. Scoring Sheets