



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

Item No. _____

FROM: City Administrator

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE AUTHORIZING RAIMI & ASSOCIATES TO ASSIST STAFF WITH PROCESSING PROPOSED PROJECTS ALONG THE TELEGRAPH ROAD CORRIDOR PURSUANT TO THEIR EXISTING ON CALL SERVICES AGREEMENT

MEETING DATE: October 4, 2016

RECOMMENDATION:

Adopt a Resolution authorizing Raimi & Associates to assist staff with processing proposed projects along the Telegraph Road corridor pursuant to their existing on call services agreement.

BACKGROUND/ANALYSIS:

Previously, staff requested the City Council authorize the use of on-call service contracts. These contracts provide flexibility and enhance the capacity of the City to deliver projects and programs. These professional service contracts reduce costs and expedite project schedules by reducing the time and effort to solicit multiple Requests for Proposals (RFPs) for various individual projects. On August 3, 2015, City Council authorized staff to issue a Request for Statement of Qualifications (RFQ/SOQ) for Various On-call Professional Services, including Environmental Science.

After reviewing all SOQ's, each submittal was ranked based on consistent and objective criteria, and an eligibility list in each category for all qualified firms was created. On January 5, 2016, the City Council adopted a resolution approving professional services agreements and establishing an eligibility list for various on-call professional services, including Planning. Raimi & Associates was one of the highly ranked firms whose professional services agreement was approved by the City Council.

Staff is in the process of considering a potential expansion to the Citadel Outlets Shopping Center, which includes new retail, office, residential and hotel uses, as well as a proposed development of the approximate ten acre site at the northwest corner of Telegraph Road and Washington Boulevard. Staff recommends that the City Council authorize Raimi & Associates to assist staff with analyzing and processing these proposed projects along the

Telegraph Road Corridor pursuant to scope of work attached to the proposed resolution. Such services will be provided pursuant to their existing on-call services agreement.

The cost for completing the subject work will be \$32,637 (\$29,670 plus 10% contingencies).

ALTERNATIVES:

1. Authorize Raimi & Associates to proceed with the requested services; or
2. Provide staff with further direction

FISCAL IMPACT:

The total authorization amount being requested is as follows:

Item	Amount
Planning Services with Raimi & Associates	\$29,670
Contingency (10%)	\$2,967
Total Authorization =	\$32,637

These costs will be covered by the project applicant.

RELATIONSHIP TO 2012 STRATEGIC GOALS:

The proposed Resolution is associated with Council's 2012 Strategic to, "Improve and maintain infrastructure and beautify our community."

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

Reviewed by: Vilko Domic, Finance Director

Approved as to form: Eduardo Olivo, City Attorney

Respectfully submitted: Jorge Rifá, City Administrator

ATTACHMENTS:

1. Resolution – including Raimi & Associates Scope of Work