



CITY OF COMMERCE AGENDA REPORT

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

FROM: Interim City Administrator

SUBJECT: Adoption of a Resolution Approving On-Call Professional Services Agreements

MEETING DATE: April 4, 2017

RECOMMENDATION:

Adopt a resolution approving on-call professional service agreements and establish an eligibility list for Geotechnical Engineering Services. Also update the eligibility list for Planning Services.

BACKGROUND:

On August 25, 2015, the City Council authorized staff to issue a Request for Statement of Qualifications (SOQ) for On-Call Professional Services for various disciplines. On September 4, 2015, the City received approximately 200 SOQs. Staff has reviewed and analyze half of the SOQs for the different discipline categories.

On January 5, 2016, February 2, 2016, April 19, 2016, and May 3, 2016, the City Council approved the on-call professional service agreements for the following disciplines:

- Landscape Architecture (1/5/16)
- Park Planning and Design (1/5/16)
- Building and Tenant Improvements Plan Check (1/5/16)
- Landscape Architecture Plan Check (1/5/16)
- Planning (1/5/16)
- Environmental Science, Planning, Analysis & Assessment, and Regulatory Compliance (1/5/16)
- General Civil Engineering (2/2/16)
- Traffic Engineering (4/19/16)
- Real Estate Services (5/3/16)

The purpose of the on-call professional service agreements is to provide the City with flexibility and enhance the City's capacity to deliver projects and programs

expeditiously, while also reducing costs by curtailing the time and effort to solicit various proposals for different projects.

Geotechnical Engineering has been on the list of pending items to be reviewed and approved.

ANALYSIS:

Staff implemented previously established criteria in their reviews of the submitted SOQs for Geotechnical Engineering and ranked the submittals based on consistent and objective criteria (see attached). For this discipline, staff recommends the following firms:

- American Geotechnical, Inc.
- Converse Consultants
- Geo-Advantec Inc.
- Ninyo & Moore
- Twining Geotechnical

Staff also conducted another review of the SOQs for Planning Services, which was previously approved by Resolution No. 16-08, in order to update the current list. Staff recommends updating the Planning Services list of available consultants for on-call services as follows:

- Blodgett/Baylosis Environmental Planning
- Environmental Science Associates, Inc. (ESA)
- KTU+A

The recommended firms will be on the eligibility list for three (3) years; they were required to execute a professional services agreement and will be utilized when deemed necessary by the City.

ALTERNATIVES:

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

FISCAL IMPACT:

There are no fiscal impacts at this time. When there is a need for a service, scope will be provided, and a task proposal will be negotiated. The task proposal, along with the selected consultant, will then be brought to City Council for approval.

RELATIONSHIP TO STRATEGIC GOALS:

The issue before the Council is generally applicable to the following Council's strategic goal, *Implement city business processes and operational efficiencies to streamline the*

cost of government including the examination and identification of cost of services, as identified in the 2016 Strategic Plan.

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

Prepared by: Jasmin Elepano, Senior Management Analyst

Reviewed by: Vilko Domic, Finance Director

Approved as to form: Eduardo Olivo, City Attorney

Respectfully submitted: Matthew C. Rodriguez, Interim City Administrator

ATTACHMENTS:

1. Resolution
2. Professional Service Agreements
3. On-Call Eligibility List
4. Criteria