



CITY COUNCIL AGENDA REPORT

MEETING DATE: DECEMBER 3, 2013

ITEM NUMBER:

SUBJECT: PROFESSIONAL ENGINEERING SERVICES TO PROVIDE STAFF SUPPORT FOR VARIOUS PARKS PROJECTS

DATE: NOVEMBER 21, 2013

FROM: PUBLIC SERVICES DEPARTMENT/ENGINEERING DIVISION

PRESENTATION BY: ERNESTO MUNOZ, PUBLIC SERVICES DIRECTOR

FOR FURTHER INFORMATION CONTACT: FARIBA FAZELI, CITY ENGINEER, (714) 754-5335

RECOMMENDATION:

1. Award a contract to Civil Source, Inc., 9890 Irvine Center Drive, Irvine, California 92618, in an amount not to exceed \$200,000 to provide Project Management and/or Construction Management staff support as needed for various Capital Improvement Program (CIP) projects.
2. Authorize the Mayor and the City Clerk to execute the Professional Services Agreement (Attachment 1).
3. Approve Budget Adjustment (BA) No. 14-010 in the amount of \$200,000 (Attachment 2) to fund the above mentioned contract.

BACKGROUND:

In Fiscal Years 2012-2013 and 2013-2014, City Council allocated approximately \$4.9 million dollars towards various parks, bike trails, parkway beautifications, and other park amenities Citywide. The majority of FY's 2012-2013 CIP projects are either completed or starting the construction phase. Attachment 3 provides a list of Parks' Capital Improvements Projects (Parks' CIP) and their current status.

Currently, two full time staff members (a Senior Engineer and a Contract Administrator), in the Engineering Section of the Public Services Department, oversee the engineering and construction of the above mentioned CIP projects.

On April 16, 2013 the City Council formed the Fairview Park Citizens Advisory Committee to evaluate the Fairview Park Master Plan relative to current community needs. The Committee is expected to make a recommendation to the Parks and Recreation Commission next year relative to changes to the Fairview Park Master Plan. The City has also stepped up its efforts to ensure that all resources at the park are adequately protected and that measures are taken to ensure all environmental mitigations for the Fairview Park Master Plan are implemented. Given the above and the large number of public information requests generated in the past few weeks, the City's CEO requested a Senior Engineer be fully allocated to Fairview Park to manage and provide the necessary oversight.

ANALYSIS:

Mr. Bart Mejia, who has acted in the capacity of project manager for multiple improvements at Fairview Park, has been allocated on a full time basis to oversee and manage the various Fairview Park assignments. These assignments include managing biological, archeological, and design consultants; providing support to the Fairview Park Citizens Advisory Committee; coordination with multiple regulatory agencies; overseeing the various park activities; administering grant applications; and coordination of voluntarism at the Park.

In order to move forward with the Parks' CIP projects, a Project/Construction Manager is needed to oversee the completion of all the Council-approved Parks projects originally assigned to the Senior Engineer.

The scope of work for this contract requires the consultant to provide a Professional Engineer to oversee the design and construction of various CIP projects in the capacity of a Project/Construction Manager on an as needed basis. This includes, but is not limited to, preparation of Requests For Proposal for Professional Engineering and/or Architectural Services, review and plan check of construction documents, review and manage consultants' and/or contractors' activities and performance, advertise projects for construction, negotiate contract change orders, monitor project schedules, provide construction management, and oversee inspection activities.

Staff advertised and received eleven proposals (forty two résumés of qualifying professional engineers) on October 28, 2013. All resumes were carefully reviewed and the candidates were evaluated based on project understanding, depth of experience, technical expertise, ability to meet schedules, and associated factors.

After interviewing the top six candidates, staff has selected Civil Source as being the most qualified to provide staff with Project/Construction Management expertise to perform the work. Staff has determined the proposed hourly rates to be reasonable for meeting the City's requirements and expectations for this level of expertise.

ALTERNATIVES CONSIDERED:

The alternative to this Council action would be to not award a contract for the stated Project/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 Parks' CIP projects would be experienced.

FISCAL REVIEW:

The Budget Adjustment No. 14-010 will recognize and allocate \$200,000 towards the Professional Services Agreement with Civil Source to provide as needed Project/Construction Management Services for various FY's 2012-2013 and 2013-2014 CIP projects.

LEGAL REVIEW:

The City Attorney has reviewed and approved the attached Professional Services Agreement as to content and form.

CONCLUSION:

Staff reviewed eleven proposals from qualifying Engineering firms submitting resumes of Professional Engineers to provide, on an as needed basis, Project/Construction Management of various parks' CIP projects. It is recommended that the City Council award a Professional Services Agreement to Civil Source, Inc., 9890 Irvine Center Drive, Irvine, California 92618, in an amount not to exceed \$200,000 and authorize the Mayor and City Clerk to execute the Professional Services Agreement. It is also recommended that the City Council approve Budget Adjustment No 14-010 in the amount of \$200,000 from undesignated general fund balance to provide funding for this contract.

ERNESTO MUNOZ
Public Services Director

FARIBA FAZELI
City Engineer

STEPHEN DUNIVENT
Interim Finance Director

Attachments: 1- [Professional Services Agreement](#)
 2- [Budget Adjustment No. 14-010](#)
 3- [List of Parks' CIP projects and their current status](#)

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