



# CITY COUNCIL AGENDA REPORT

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MEETING DATE: FEBRUARY 18, 2014

ITEM NUMBER:

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

**DATE: FEBRUARY 6, 2014**

**FROM: PUBLIC SERVICES DEPARTMENT/ENGINEERING DIVISION**

**PRESENTATION BY: ERNESTO MUNOZ, PUBLIC SERVICES DIRECTOR**

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

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## **RECOMMENDED ACTION:**

1. Award a contract to Onward Engineering, Corp., 300 S. Harbor Blvd., Suite 814, Anaheim, California 92805, in an amount not to exceed \$200,000 to provide Project/Construction Management and Public Works Inspection staff support as-needed for various Capital Improvement Program (CIP) projects, and authorize the Mayor and the City Clerk to execute the Professional Services Agreement (Attachment 1).
2. 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/Construction Management and Public Works Inspection staff support as-needed for various Capital Improvement Program (CIP) projects, and authorize the Mayor and the City Clerk to execute the Professional Services Agreement (Attachment 2).

## **BACKGROUND:**

In Fiscal Year 2013-2014, City Council allocated approximately \$18 million towards various Capital Improvement Program (CIP) projects. The majority of FY's 2013-2014 CIP projects are starting the construction phase. Attachment 3 provides a list of CIP projects the Engineering Division of the Public Services Department is currently undertaking and their status.

Due to recent retirements, there are currently five vacancies in the Engineering Division of the Public Services Department. The five vacant full time positions, consisting of two Senior Engineers, two Assistant Engineers, and a Public Works Inspector, are responsible for and considered vital positions to oversee the engineering and construction of the City's CIP projects.

## **ANALYSIS:**

It is estimated that recruitment of these positions will take six to nine months to complete. In the interim, in order to move forward with the CIP projects, two Project/Construction Managers, two Project Engineers and a Public Works Inspector are needed to oversee the completion of all the Council-approved CIP projects.

Therefore, staff advertised a Request for Proposals for the needed technical services. Twelve proposals (fifty nine résumés of qualifying professional engineers) were received on December 30, 2013. All resumes were carefully reviewed and the candidates were evaluated based on project understanding, depth of experience, technical expertise, ability to meet the schedule, and associated factors.

The scope of work for these contracts requires the consultants to provide a team of Professional Engineers and inspectors to oversee the design and construction of various CIP projects on an as-needed basis until the recruitment process is completed and the vacant positions are permanently filled. 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 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.

After interviewing the top sixteen candidates (with eight different companies), staff has selected Onward Engineering and Civil Source as most qualified, providing staff members with relevant experience to perform the needed work. Staff has determined the proposed hourly rates to be reasonable for meeting the City's requirements and expectations for various levels of qualification.

#### **ALTERNATIVES CONSIDERED:**

The alternative to this Council action would be to not award the contracts for the stated Project/Construction Management and Inspection 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 CIP projects would be experienced.

#### **FISCAL REVIEW:**

In Fiscal Year 2013-2014, the City Council allocated \$6.8M from Gas Tax, Capital Improvement, and Measure M funds towards the Citywide Street Improvement Project. \$400,000.00 of these funds will be used for the Professional Services Agreements with Onward Engineering and Civil Source to provide as-needed Project/Construction Management and Inspection Services for various FY 2013-2014 CIP projects.

#### **LEGAL REVIEW:**

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

#### **CONCLUSION:**

Staff reviewed twelve proposals from qualifying Engineering firms submitting resumes of Professional Engineers and Inspectors to provide, on an as-needed basis, Project/Construction Management and Public Works Inspection services for various Council-approved CIP projects. It is recommended that the City Council award a Professional Services Agreement to Onward Engineering, Corp., 300 S. Harbor Blvd., Suite 814, Anaheim, California 92805, and to Civil Source, Inc., 9890 Irvine Center Drive, Irvine, California 92618, in an amount not to exceed \$200,000 each, and authorize the Mayor and City Clerk to execute the Professional Services Agreements.

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**ERNESTO MUNOZ**  
Public Services Director

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**FARIBA FAZELI**  
City Engineer

Attachments:           1-    [Professional Services Agreement with Onward](#)  
                              2-    [Professional Services Agreement with Civil Source](#)  
                              3-    [List of CIP projects and their current status](#)

Distribution:            Chief Executive Officer  
                              Assistant CEO  
                              City Attorney  
                              Director of Finance  
                              City Clerk  
                              Staff  
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