



CITY COUNCIL AGENDA REPORT

MEETING DATE: JULY 1, 2014

ITEM NUMBER:

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

DATE: JUNE 19, 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

RECOMMENDED ACTION:

1. Approve Contract Change Order No. 1 (Attachment 1) to the Professional Services Agreement with Civil Source, Inc., 9890 Irvine Center Drive, Irvine, California 92618, in the amount of \$600,000.00 to secure additional services on an as-needed basis, for Project/Construction Management and Public Works Inspection for various Council-approved Capital Improvement Program (CIP) projects.
2. Authorize the Chief Executive Officer to execute the Contract Change Order.

BACKGROUND:

There are currently six vacancies in the Engineering Division of the Public Services Department. The six vacant full time positions, consisting of two Senior Engineers, one Associate Engineer, two Assistant Engineers, and one Public Works Inspector, are responsible for and considered vital positions to oversee the engineering and construction management of the City's CIP projects and State and federally mandated water quality requirements.

On February 6, 2014, the City entered into an agreement with Civil Source, in the amount of \$200,000, 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 for the six vacancies is completed and the 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 approval of Water Quality Best Management Practices by developers, 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 for CIP and private development within the public right-of-way.

ANALYSIS:

Since February 2014, Civil Source staff has worked with City staff to assist in the successful execution of several Capital Improvement Projects including private development inspection within the public right-of-way. Over the past four months of the contract, the City has received approximately 1,920 hours of consulting services (equivalent to three full time employees) supplementing staff resources. However, the \$200,000 budgeted in the Professional Services Agreement with Civil Source will be fully expended by the end of July.

While staff continues to recruit for the vacant positions, there is still a significant need for additional staff support to address the current volume of work, as recruitment for two vacant Senior Engineers, one vacant Associate Engineer, two vacant Assistant Engineers and one vacant Construction Inspector is still underway. Many of the current CIP projects are time sensitive. The Engineering Division's immediate needs include the construction management and inspection of the Industrial Way Water Quality and Storm Drain Improvements Project, design and construction of several alleys, and construction of the Citywide Street Rehabilitation Project. Additionally, several of the City's CIP projects are federally funded and must meet strict deadlines. Staff support is also needed to prepare the documentation that must be submitted to these funding agencies.

Therefore, staff requests approval of a Contract Change Order to extend the Professional Services Agreement to September 30, 2015, for an additional amount of not-to-exceed \$600,000.

ALTERNATIVES CONSIDERED:

One alternative would be to perform the work in-house. However, the volume of work associated with the large number of projects currently being processed exceeds staff's resources and time. A second alternative would be to re-advertise the professional services contract. However, staff does not anticipate that this will result in a lower fee.

FISCAL REVIEW:

In Fiscal Year 2014-2015, the City Council allocated \$4,288,307 from Gas Tax, Measure M2, CDBG, and Capital Improvement funds towards the Citywide Street Improvement Project. Additionally, City Council allocated \$750,000 towards the Citywide Alley Improvement Project and \$550,000 towards the Citywide Parkway Project. \$600,000 of these funds will be used for the Professional Services Agreement with Civil Source to provide as-needed Project/Construction Management and Inspection Services.

LEGAL REVIEW:

No legal review is required for this item.

CONCLUSION:

The City originally entered into a Professional Services Agreement with Civil Source for an amount of \$200,000 to provide on an as-needed basis Project/Construction Management and Public Works Inspection services for various Council-approved CIP projects. Staff requests an additional amount of \$600,000 to extend the original contract with Civil Source to continue providing professional assistance through September 30, 2015. It is recommended that the City Council approve Change Order No. 1, and authorize the Chief Executive Officer to execute it.

ERNESTO MUNOZ,
Public Services Director

FARIBA FAZELI
City Engineer

Attachment: 1. [Change Order No. 1](#)

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