



CITY COUNCIL AGENDA REPORT

MEETING DATE: NOVEMBER 3, 2015

ITEM NUMBER: CC-7

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

DATE: OCTOBER 22, 2015

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. Award a contract to Civil Source, Inc., 9890 Irvine Center Drive, Irvine, California 92618, in an amount not to exceed \$940,000 to provide Project/Construction Management staff support as-needed for various Council-approved Capital Improvement Program (CIP) projects, and authorize the Mayor and the City Clerk to execute the Professional Services Agreement (Attachment 1).
2. Approve Budget Transfer No. 16-123 in the amount of \$450,000 (Attachment 2).

BACKGROUND:

In Fiscal Year 2015-2016, City Council allocated approximately \$25.7 million to fund the City's Capital Improvement Program. A total of 43 projects were approved for funding by the City Council. The majority of the Council-approved FY's 2014-2015 CIP projects are now beginning 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.

Currently, there are six vacancies in the Engineering Division of the Public Services Department. Four of the vacant positions consisting of one Senior Engineer, two Assistant Engineers, and one Engineering Technician are responsible for and considered vital positions to oversee the engineering and construction phases of the City's CIP projects.

ANALYSIS:

It is estimated to take nine to twelve months to fill the aforementioned four engineering vacancies. In the interim, in order to move forward with the CIP projects, one Project/Construction Manager, two Project Engineers and one Engineering Technician are needed to oversee the completion of all the Council-approved CIP projects. Therefore, staff advertised a Request for Proposals (RFP's) for these engineering services and received two proposals (eight résumés of qualifying professional engineers) on August 24, 2015. 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 this contract requires the consultant to provide a team of Professional Engineers to prepare the construction documents for the following CIP projects:

1. Jack Hammett Sports Field Improvements (Construction cost is estimated at \$2,000,000 and the engineering is \$200,000)
2. Newport Boulevard Landscape Improvements (Construction cost is estimated at \$1,300,000 and the engineering is \$100,000)
3. Citywide Alley Improvements (Construction cost is estimated at \$700,000 and the engineering is \$40,000)
4. Citywide Street Improvements (Construction cost is estimated at \$5,000,000 and engineering is \$350,000)

In addition, the consultant will provide construction management services for the construction of the following Council-approved CIP projects:

1. Harbor Boulevard Bike Trail (Construction cost is estimated at \$900,000, construction management and inspection is \$60,000)
2. Tewinkle Park ADA Improvements (Construction cost is estimated at \$252,000, construction management and inspection is \$10,000)
3. Smallwood Park Improvement (Construction cost is estimated at \$300,000, construction management and inspection is \$20,000)
4. Citywide Parkway Improvements (Construction cost estimated at \$1,000,000, construction management and inspection is \$70,000)
5. Parking Lot Rehabilitation at various City facilities (Construction cost is estimated at \$590,000, construction management and inspection is \$40,000)

After interviewing the top candidates, staff has selected Civil Source as the 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 Engineering/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:

Partial funding in the amount of \$490,000 for this contract is proposed to come from Fiscal Year 2015-2016 allocations for various CIP projects from Gas Tax funds, Community Development Block Grant, Measure M2 revenues for the Citywide Street Improvement Project, and from the Capital Expenditures Fund allocated for the Costa Mesa Bark Park Renovation, Jack Hammett Sports Field Improvements, and Newport Boulevard Landscape Improvements. The combined allocations for the previously-mentioned projects amount to \$10,393,296. The balance, \$450,000, will be funded from salary savings realized from vacancies in the Engineering Division currently budgeted in Fiscal Year 2015-2016.

Budget Transfer No. 16-123 (Attachment 2) will recognize the salary savings in the amount of \$450,000.

LEGAL REVIEW:

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

CONCLUSION:

Staff reviewed two proposals from qualified engineering firms 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 Civil Source, Inc., 9890 Irvine Center Drive, Irvine, California 92618, in an amount not to exceed \$940,000, and authorize the Mayor and City Clerk to execute the Professional Services Agreement. It is also recommended that the City Council approve Budget Transfer No. 16-123 in the amount of \$450,000 from salary savings to provide for a portion of the funding for this contract.

ERNESTO MUNOZ,
Public Services Director

FARIBA FAZELI
City Engineer

Attachments: 1. [Professional Services Agreement with Civil Source](#)
 2. [Budget Transfer No. 16-123](#)
 3. [List of CIP projects and their current status](#)

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