



Administrative Report

H.9., File # 23-7326

Meeting Date: 1/23/2024

To: MAYOR AND CITY COUNCIL
From: TED SEMAAN, PUBLIC WORKS DIRECTOR

TITLE

APPROVE AN ON-CALL PROFESSIONAL SERVICES AGREEMENT WITH DAVID EVANS AND ASSOCIATES, INC., AN OREGON CORPORATION, FOR CIVIL AND TRANSPORTATION ENGINEERING SERVICES FOR AN AMOUNT NOT TO EXCEED \$100,000 AND A TERM ENDING JANUARY 22, 2026

EXECUTIVE SUMMARY

In an effort to accelerate CIP project delivery, Public Works Department staff has negotiated on-call professional service agreements with various engineering, architecture, and surveying firms to allow for quick assignment of smaller work tasks by setting-up contract conditions in advance of the project. On-call service contracts are flexible and not fully defined as to the scope, amount, and funding source. To overcome these uncertainties, these contracts allow staff to receive quotes and award work on a task by task basis, with a specified not to exceed limit for the amount of work awarded to a consulting firm over the life of the contract. Funding for each task comes from projects and programs that have already received Council appropriations.

The City Council has awarded a number of these contracts in the past, and they have been successfully used to accelerate project delivery timelines for a number of projects. The proposed on-call contract will provide professional services related to civil and transportation engineering and is specifically anticipated to assist with the City's multiple street improvement and active transportation projects. David Evans and Associates, Inc. is based in Oregon, but has several Southern California offices with local employees to complete work on City projects.

BACKGROUND

During the FY 2018-19 budget adoption process, a Budget Response Report identified on-call contracting for professional services as one of several tools that would be useful in accelerating the pace of delivery of CIP projects. Their flexibility allows staff to quickly assign smaller work tasks (e.g. geotechnical engineering, surveying, etc.) without having to develop and present an individual contract to City Council for consideration of approval. Funding sources for on-call contracts are not identified at the time of approval. Rather, as tasks are assigned to an on-call vendor, the funding is assigned using purchase orders tied to funding sources that have already been appropriated for a particular project.

Staff developed a contract template for on-call consulting services that was released via a request for proposal process. The template stipulates a two-year term with a not to exceed value of \$100,000.

Many of these contracts have been renewed and new vendors have been awarded contracts as the City's need for on-call firms has expanded or changed.

These agreements provide the City with a deep and broad bench of firms to supplement staff efforts to deliver CIP projects. Staff is now recommending a new contract with David Evans and Associates, Inc., which is a civil and municipal engineering consultancy specializing in multiple municipal engineering disciplines. This contract is needed to provide civil and transportation engineering services to support the City's Capital Improvement Program.

COORDINATION

The proposed on-call contract has been coordinated between the City Attorney's Office and the Engineering Services Division of the Public Works Department. The City Attorney's Office prepared and approved the professional services agreement.

FISCAL IMPACT

There are no additional funding impacts as a result of the contract. Funding for the work is committed as tasks are assigned by staff and only from funds that have been previously appropriated by City Council for the related CIP projects and programs.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

- Agmt - On-Call Professional Services Agreement with David Evans and Associates, Inc.