



DATE: June 13, 2017

CATEGORY: Consent

DEPT.: Public Works

TITLE: **Professional Services Contracts –
Engineering Division**

RECOMMENDATION

1. Authorize the City Manager to amend the existing professional services contract with Mott MacDonald for an additional \$150,000 for land development and traffic engineering services, for a total contract not-to-exceed amount of \$278,100.
2. Authorize the City Manager to amend the existing professional services contract with CSG Consultants for an additional \$55,000 for land development engineering services for a total contract not-to-exceed amount of \$150,000.

If the proposed Fiscal Year 2017-18 budget is approved:

3. Authorize the City Manager to execute a professional services contract with Vali Cooper & Associates for Fiscal Year 2017-18 for \$200,000 for construction engineering services.
4. Authorize the City Manager to execute a professional services contract with Mott MacDonald for Fiscal Year 2017-18 for \$200,000 for land development and traffic engineering services.

BACKGROUND

In recent years, to keep pace with increasing development activity, the Public Works Department has contracted with the outside engineering firms of Mott MacDonald, CSG Consultants, and Vali Cooper & Associates for certain land development-related plan checking, traffic, and construction engineering services. Contracting for outside services allows the flexibility to manage the development workload as it fluctuates. Consultants have been necessary to maintain standard turnaround times for plan check and inspection services, maintaining a customer service level that is expected by the City's businesses and developers, and is required under State law. In recent years,

these specialized services have been performed by consulting firms so that Public Works staff has additional time for project management, day-to-day contact with developers, and for providing inspections for the high volume of construction projects. This has allowed staff to process and inspect a dramatically higher number of development projects with a relatively smaller increase in staffing.

ANALYSIS

Staff has evaluated the anticipated workload through the remainder of the calendar year and recommends increasing the existing Mott MacDonald and CSG contracts in the amount of \$150,000 and \$55,000, respectively, for additional plan checking, traffic engineering, and inspection services. In addition to a relatively high baseline workload, major developments have submitted construction documents, including 2000 North Shoreline Boulevard (Charleston East) and 400 San Antonio Road, and other development projects are anticipated to be submitted or continue their planning applications this calendar year, including 777 West Middlefield Road, 525 East Evelyn Avenue, and 1001 North Shoreline Boulevard. Additionally, if the Fiscal Year 2017-18 budget is approved, staff recommends executing contracts with Mott MacDonald and Vali Cooper & Associates in the amount of \$200,000 each. The recommended action will allow the Public Works Land Development, Traffic, and Construction Engineering Sections to maintain a high quality of development review and inspection, in the time frames required, as the development workload continues at a high level.

FISCAL IMPACT

The Fiscal Year 2016-17 adopted budget allocated \$250,000 and \$50,000 in operating funds for consultant support in the Land Development and Traffic Engineering Sections, respectively. There are funds available to execute these amendments. If the recommended action is approved, the total contract not-to-exceed amounts will be as follows:

1. Mott MacDonald – \$278,100
(\$128,100 – existing contract (various funding), \$100,000 – Land Development, \$50,000 – Traffic)
2. CSG Consultants – \$150,000
(\$95,000 – existing contract, \$55,000 – Land Development)

The proposed Fiscal Year 2017-18 budget allocates \$300,000, \$200,000, and \$100,000 in operating funds for consultant support in the Land Development, Construction, and Traffic Engineering Sections, respectively. If the proposed Fiscal Year 2017-18 budget is

approved and the recommended action is approved, the total contract funding will be as follows:

- Vali Cooper – \$200,000
(\$200,000 – Construction)
- Mott MacDonald – \$200,000
(\$100,000 – Land Development, \$100,000 – Traffic)

ALTERNATIVES

1. Do not authorize contract amendments.
2. Do not authorize executing new professional services contracts.
3. Provide other direction to staff.

PUBLIC NOTICING – Agenda posting.

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EA/TS/7/CAM
932-06-13-17CR-E