



AGENDA SUMMARY EUREKA CITY COUNCIL

TITLE: On-Call Consulting Services 2023 - Award

DEPARTMENT: Public Works

PREPARED BY: Kelly Allen, Project Manager

PRESENTED FOR: Action Information only Discussion

RECOMMENDATION

1. Authorize staff to negotiate and execute professional services agreements with SHN, GHD, Ghirardelli Associates, Dudek, KPA, TJKM, Jacobs, Scott Edwards Architecture, Melton Design Group, Lenders Construction Services, Borelli and Associates, Whitchurch Engineering, Nichols, Melburg and Rosetto, Ontiveros and Associates for a period of one year, with potential to extend the agreements for up to two (2) additional one-year periods; and
2. Authorize appropriation of budgeted professional services and project funds to each agreement as task orders are approved.

FISCAL IMPACT

No Fiscal Impact Included in Budget Additional Appropriation

COUNCIL GOALS/STRATEGIC VISION

- Financially Sound City Providing Effective Services

DISCUSSION

The City has been utilizing an on-call consultant list since 2016 through a formal request for qualifications (RFQ) process. This process for contracting consultants has been successful and provided many efficiencies in completing necessary tasks for many departments, including Public Works, Community Services and Development Services. Staff believes it is appropriate to continue this process of selection, then negotiating and executing on-call professional services agreements with multiple firms. By undertaking one competitive process for these on-call services, duplicative selection, contracting, and project management tasks are eliminated, resulting in a more efficient use of staff time and budgeted funds.

Staff advertised a request for qualifications (RFQ) for on-call consulting services on April 11, 2023. By the response deadline of May 18, 2023, fourteen (14) responses were received. Staff has evaluated the 14 responses and recommends advancing all 14 firms that submitted complete responses by the deadline to the contracting process. Staff recommends the following contract limit be placed on each consultant. This limit is based on the number of services an individual firm can provide to the City.

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| 1. SHN - \$750,000 | 8. Scott Edwards Architecture \$1,000,000 |
| 2. GHD - \$750,000 | 9. Melton Design Group \$1,000,000 |
| 3. Ghirardelli Associates - \$250,000 | 10. Lenders Construction Services \$100,000 |
| 4. Dudek - \$100,000 | 11. Borelli and Associates - \$150,000 |
| 5. KPA - \$1,000,000 | 12. Whitchurch Engineering \$100,000 |
| 6. TJKM - \$100,000 | 13. Nichols, Melburg and Rosetto \$1,000,000 |
| 7. Jacobs - \$500,000 | 14. Ontiveros and Associates - \$100,000 |

As individual projects arise, staff will prepare task orders describing the nature and extent of work required for each job. Each task order will then be circulated to one or more of the selected consultant(s) for preparation of a proposed scope of work and fee. Once a scope and fee has been negotiated and approved, staff may authorize the work to proceed. In order to achieve the greatest increase in efficiency, staff recommends that agreements be negotiated and executed with each of the consultants in a total amount not to exceed the combined professional services and project accounts for each department (Public Works, Development Services, and Community Services) annually. Doing so would allow work to be distributed among the five selected firms in a manner commensurate with their capacity at the time, as well as each firm's strengths. If any task order were to exceed already budgeted professional services or project funds, staff would return to Council for authorization and additional appropriation of funds.

Below is a table of the firms that participated in the on-call process from 2021 to 2023.

Consulting Firm	Total Contracting Amount 2021-2022	Total Contracting Amount 2022-2023
LACO Associates	\$247,159	\$66,850
SHN	\$284,200	\$232,200
GHD	\$476,892	\$130,216
Ghirardelli	\$0	\$0
Borrelli	\$27,800	\$16,000
G2	\$0	\$0
Omsberg & Preston	\$8,200	\$0
Ontiveros	\$136,865	\$35,000

REVIEWED AND APPROVED BY:

- City Attorney
- City Clerk/Information Services
- Community Services
Development Services
- Finance
- Fire
- Personnel
- Police
Public Works