



City Council Staff Report

Subject: On-Call Professional Engineering Services Contracts

Date: December 12, 2023

Submitted By: David Mohlenbrok, Director of Community Development
Hunter Young, City Engineer/Deputy Director of Community Development

Department: Community Development

Recommendation:

- A. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract for Engineering Services to Consor North America, Inc. and Authorizing the City Manager to Execute the Agreement.
- B. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract for Engineering Services to Fehr & Peers and Authorizing the City Manager to Execute the Agreement.
- C. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract for Engineering Services to Kimley-Horn and Associates, Inc. and Authorizing the City Manager to Execute the Agreement.
- D. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract for Engineering Services to Lumos & Associates, Inc. and Authorizing the City Manager to Execute the Agreement.
- E. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract for Engineering Services to R.E.Y. Engineers, Inc. and Authorizing the City Manager to Execute the Agreement.
- F. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract for Engineering Services to Whitlock & Weinberger Transportation, Inc. and Authorizing the City Manager to Execute the Agreement.
- G. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract for Engineering Services to ZFA Structural Engineers and Authorizing the City Manager to Execute the Agreement.

Background:

As a part of the Fiscal Year 2023/24 Operating Budget implementation, the City Engineer position transitioned from the Public Services Department into the Community Development Department, along with the responsibilities for carrying out Capital Improvement Projects. The City Engineer has identified that there is a lack of in-house expertise and/or on-call contracts for specialized engineering services; therefore, the Community Development Department has determined that there is a need for on-call professional services to provide a host of technical

services on an as-needed basis.

On August 3, 2023, the City issued a Request for Qualifications (RFQ) soliciting Statements of Qualifications in the following areas of practice and/or disciplines:

- Land Development Services
- City Surveyor/Land Surveying
- Geotechnical Engineering
- Environmental Services
- Civil Engineering
- Structural/Bridge Engineering
- Project Management
- Traffic/Transportation Engineering

The City received 30 proposals from qualified engineering firms. Each firm was required to identify their top three disciplines for which they would solicit work. An internal review panel from the Community Development Department evaluated the proposals on the basis of experience and qualifications of the firm, understanding of the services proposed, and completeness of the proposal and any supporting documents. After reviewing the Statements of Qualifications and comparing these against the City's various needs in each engineering discipline, there are 25 firms that staff would recommend retaining on an on-call basis, such that each engineering discipline has multiple firms from which staff may select a consultant. If approved, these contracts will allow the City to:

- Provide consistent services when workloads temporarily exceed the capacity of in-house staff.
- Provide for emergency response needs such as to address landslides, storm drain/culvert assessments, or structural analysis of buildings.
- Augment City staff in which a consultant will act in the role of staff while managing other design consultants.
- Avoid issuing a separate Request for Proposals (RFPs) for each and every project listed in the City Council-approved Capital Improvement Program (CIP) thereby reducing staff time to retain engineering professionals and expediting project delivery. It should be noted that separate RFPs will be issued for federally funded projects, which contract types have additional requirements not factored into the current RFQ process.
- Enhance cross-departmental coordination in which staff from all departments, most notably Public Services and Parks and Recreation, will have access to utilize these contracts for project delivery.
- Incorporate the recommendation in the Community Development Organizational Assessment to have on-call contracts to accommodate temporary increases in workload.

Each time a CIP project or other task requiring engineering assistance becomes necessary, staff will negotiate scope and fee to be issued as part of a purchase order. The value of purchase orders will not exceed available budgets, nor will the aggregate dollar value of all purchase orders exceed the maximum contract value each fiscal year. Consultants will only be permitted to bill for actual time and materials spent performing work within the agreed upon scope and fee.

At this time, staff recommends approval of seven contracts covering the disciplines of traffic engineering, bridge maintenance, and land surveying. Currently known projects that require

these disciplines include the following: design of the parking lot extension at Whitney Community Park to accommodate the users of the bike pump track, creation of a bridge preventative maintenance program in coordination with Caltrans, and land surveying services to review and approve of parcel maps or other surveying tasks requiring this specialized service.

Over the next few City Council meetings, staff will bring additional on-call contracts before the City Council for consideration.

In order to provide the greatest level of flexibility, staff recommends each contract include a not-to-exceed amount of \$400,000 per fiscal year for each of the three years included in the base contract. Additionally, staff recommends granting the City Manager the authority to extend each contract for up to two additional one-year terms at the same dollar amount per fiscal year, allowing for a maximum contract length of five years.

Fiscal Impact:

Although each contract has an annual not-to-exceed contract ceiling of \$400,000, there is no fiscal impact associated with approval of the recommended on-call professional services contracts, as the cost of supplies and services will be paid for from the individual department's approved operating budget or from the CIP project budgets.

ATTACHMENTS:

1. Resolution A - Consor North America, Inc.
2. Resolution A Exhibit A - Consor North America, Inc. Contract
3. Resolution B - Fehr & Peers
4. Resolution B Exhibit A - Fehr & Peers Contract
5. Resolution C - Kimley-Horn and Associates, Inc.
6. Resolution C Exhibit A - Kimley-Horn and Associates, Inc. Contract
7. Resolution D - Lumos & Associates, Inc.
8. Resolution D Exhibit A - Lumos & Associates, Inc. Contract
9. Resolution E - R.E.Y. Engineers, Inc.
10. Resolution E Exhibit A - R.E.Y. Engineers, Inc. Contract
11. Resolution F - Whitlock & Weinberger Transportation, Inc.
12. Resolution F Exhibit A - Whitlock & Weinberger Transportation, Inc. Contract
13. Resolution G - ZFA Structural Engineers
14. Resolution G Exhibit A - ZFA Structural Engineers Contract