



City Council Staff Report

Subject: On-Call Professional Engineering Services Contracts

Date: January 23, 2024

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 Bennett Engineering Services, 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 BKF Engineers 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 De Novo Planning Group 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 Dokken Engineering 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 ECORP Consulting, 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 Helix Environmental Planning, 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 LSA Associates, Inc. and Authorizing the City Manager to Execute the Agreement.
- H. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract for Engineering Services to Mark Thomas & Company, Inc. and Authorizing the City Manager to Execute the Agreement.
- I. Adopt a Resolution of the City Council of the City of Rocklin Awarding an On-Call Professional Services Contract for Engineering Services to Nichols Consulting Engineers, CHTD. and Authorizing the City Manager to Execute the Agreement.

Background:

As a part of the Fiscal Year 2023/24 budget, the City Engineer position transitioned from Public Services into the Community Development Department, along with the responsibilities for carrying out Capital Improvement Projects. As a result of this transition and the current lack of in-house expertise and/or on-call contracts for specialized engineering services; therefore, the Community Development Department has identified the need for on-call professional engineering 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 were 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. 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 the remaining nine contracts covering the disciplines of environmental services and civil engineering. The previous 16 on-call contracts were awarded at the December 12, 2023 and January 9, 2024 City Council meetings. Currently known projects or tasks that require these disciplines include the following: updating a stormwater conveyance system assessment report, which identifies deficiencies in storm drain infrastructure; roadway modifications to include a second northbound left turn lane at the intersection of Whitney Ranch Parkway/University Avenue, which staff anticipate being constructed concurrently with Placer Parkway roadway improvements managed by Placer County Public Works; and staff augmentation to provide environmental consultation and/or technical reviews of documents prepared by third party environmental firms.

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 or project budgets.

ATTACHMENTS:

1. Resolution A - Bennett Engineering Services, Inc.
2. Resolution A Exhibit A - Bennett Engineering Services, Inc. Contract
3. Resolution B - BKF Engineers
4. Resolution B Exhibit A - BKF Engineers Contract
5. Resolution C - De Novo Planning Group
6. Resolution C Exhibit A - De Novo Planning Group Contract
7. Resolution D - Dokken Engineering
8. Resolution D Exhibit A - Dokken Engineering Contract
9. Resolution E - ECORP Consulting, Inc.
10. Resolution E Exhibit A - ECORP Consulting, Inc. Contract
11. Resolution F - Helix Environmental Planning, Inc.
12. Resolution F Exhibit A - Helix Environmental Planning, Inc. Contract
13. Resolution G - LSA Associates, Inc.
14. Resolution G Exhibit A - LSA Associates, Inc. Contract
15. Resolution H - Mark Thomas & Company, Inc.
16. Resolution H Exhibit A - Mark Thomas & Company, Inc. Contract
17. Resolution I - Nichols Consulting Engineers, CHTD
18. Resolution I Exhibit A - Nichols Consulting Engineers, CHTD Contract