



STAFF REPORT

9/24/2024

AGENDA ITEM

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: THOMAS BEKELE
PUBLIC WORKS DIRECTOR**

**SUBJECT: PUBLIC WORKS SERVICES AGREEMENT FOR ON-CALL ARCHITECTURE,
ELECTRICAL ENGINEERING, STRUCTURAL ENGINEERING AND SCADA
INTEGRATION**

Summary:

The City Council will consider authorizing the City Manager to execute nine on-call Professional Consultant Services Agreements with qualified firms to provide various professional engineering services on an on-call basis, for a not-to-exceed amount of \$100,000 each. The Professional Consulting Services are divided into four categories: Architecture, Electrical Engineering, Structural Engineering, and SCADA Integration and Maintenance. Staff would monitor the contract limits to ensure expenditures remain within the City Council’s approved budget allocation.

Strategic Plan Goal(s):

- Goal No. 1 Financial Stability: Ensure the City’s long-term financial stability and resilience.
- Goal No. 4 Infrastructure: Maintain and improve the City’s physical infrastructure, water system, and recreational spaces.
- Goal No. 5 High Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendations:

1. Authorize the City Manager to enter into a two-year and nine-month Professional Consultant Services Agreement with John Kaliski Architects for as-needed Architectural Engineering Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by

the City Attorney.

2. Authorize the City Manager to enter into a two-year and nine-month Professional Consultant Services Agreement with Environ Architecture, Incorporated for as-needed Architectural Engineering Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
3. Authorize the City Manager to enter into a two-year and nine-month Professional Consultant Services Agreement with Kardent for as-needed Architectural Engineering Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
4. Authorize the City Manager to enter into a two-year and nine-month Professional Consultant Services Agreement with IMEG Consultants Corporation for as-needed Structural and Electrical Engineering Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
5. Authorize the City Manager to enter into a two-year and nine-month Professional Consultant Services Agreement with IDS Group for as-needed Structural and Electrical Engineering Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
6. Authorize the City Manager to enter into a two-year and nine-month Professional Consultant Services Agreement with Borrelli And Associates, Incorporated for as-needed Electrical Engineering Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
7. Authorize the City Manager to enter into a two-year and nine-month Professional Consultant Services Agreement with SOFFA Electric, Incorporated for as-needed SCADA System Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
8. Authorize the City Manager to enter into a two-year and nine-month Professional Consultant Services Agreement with Freedom Automation, Incorporated for as-needed SCADA System Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
9. Authorize the City Manager to enter into a two-year and nine-month Professional Consultant Services Agreement with Power-Tech Engineers, Incorporated for as-needed SCADA System Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.

Fiscal Impact:

The proposed contract not-to-exceed for each on-call agreement is \$100,000. If approved, staff would oversee and manage each agreement based on the tasks requested from the firms. When the City requires specific services, staff would solicit proposals from firms within the relevant service

category. Each approved task will define the scope of services, timeline, and a not-to-exceed cost.

Funding for tasks under the on-call agreements will be sourced from either the Public Works Operating Budget or the Capital Improvement Program (CIP) budget, depending on the nature of the task. For tasks related to Capital Improvement Projects, staff would use the respective project budgets, while routine departmental engineering support would use account number 100-91-5400, which has an adopted FY 2024-25 budget of \$325,000. Each department subdivision also has a contract support services account (5400) that may utilize the on-call contracts as needed. The adopted fiscal year budgets during the term of each contract will limit the total expenditures.

Background and Analysis:

The Public Works Department ensures that City-owned infrastructure and facilities, water services and capital improvement programs are designed, engineered, constructed, and maintained in a professional and safe condition. The Public Works Department maintains as-needed Contract Service Agreements with various professional consultants to provide supplemental staff support; this approach ensures timely project completion and maximizes cost efficiencies. Engineering services are essential for technical support, analysis, and documentation for both scheduled Capital Improvement Projects and routine departmental engineering needs.

On July 7, 2024, the City Council awarded 25 contracts to qualified firms to provide professional on-call engineering services in the following areas of expertise:

- City Engineer Services
- General Civil Engineering Services
- City Traffic Engineering Services
- Geotechnical Engineering and Material Testing Services
- Land Surveying Services
- Structural Engineering Services
- Landscape Architecture Services
- Water Engineering Services
- Program and Project Management Services
- Construction Management and Construction Inspection Services

By utilizing on-call consultants, the City can effectively manage costs as workloads fluctuate with development or project-related activity. Given the complexity of various upcoming and current Capital Improvement Projects, such as the Civic Center Master, and the Gundry Reservoir Roof Replacement and Rehabilitation Project, the Public Works Department recommends seeking additional consultant services proficient and experienced in architectural, electrical, structural and SCADA integration to support the engineering division in these projects and other related tasks.

RFP Circulation Process:

On August 2, 2024, staff issued a Request for Proposals (RFP) to provide on-call engineering services in the following categories:

- Architecture
- Electrical Engineering
- Structural Engineering
- SCADA Integration, Maintenance, & Technical Support Services

The City posted the RFP on PlanetBids and the City’s website and displayed public notices at specific locations, as required by Signal Hill Municipal Code Section 1.08.010. The City notified a total of 68 prospective proposers through PlanetBids, all of whom downloaded the contract documents. The City listed the due date for the proposals as August 23, 2024.

Proposal Opening:

The City received a total of 13 proposals, listed below, before the deadline of August 23, 2024:

KWWA Architecture	IMEG Consultants Corp.
John Wyka Architecture	Power-Tech Engineers, Inc
BOA Architecture	Borrelli And Associates, Inc.
John Kaliski Architects	SOFFA Electric, Inc.
IDS Group	Freedom Automation, Inc.
Environ Architecture, Inc.	Power-Tech Engineers, Inc
Kardent	

Per the RFP documents, proposers could respond to one or multiple categories based on experience and qualifications. The number of proposals the City received per category are as follows:

Category	Number of proposals received
1 Architecture	7
2 Electrical Engineering	4
3 Structural Engineering	3
4 SCADA Integration, Maintenance, & Technical Support Services	3

Evaluation Process:

The City’s Selection Committee (consisting of the Public Works Director, Associate Engineer, and Contracts Manager) evaluated the proposals using the following criteria:

Qualifications and Experience of the Firm: Relevant experience in similar work and a record of successful results. The firm’s ability to accomplish the following: take on additional work; demonstrated understanding of the City’s goals and purpose for this project; specific management approach and how the firm proposes to achieve the project’s time goals; how well the firm’s organizational structure shows sufficient depth for its present workload; and the firm’s ability to offer the breadth and quality of services required for the project. Criteria weight (20%).

Qualification and Experience of the Personnel Assigned to the Project Team: The qualifications of the project team members assigned as leads for the majority of the proposed work will be evaluated. Considerations include the qualifications of key personnel, the individual experience and

qualifications of project team members, the project manager’s experience, and the individual experience and qualifications of sub-consultants. Criteria weight (30%).

Project Approach: The City’s evaluation focused on the firm’s ability to meet the requirements outlined in the RFP, including demonstrated effort to complete project task orders efficiently and accurately. The firm must also respond to City’s task orders within five (5) business days. Criteria weight (25%).

Project Management: The proposer’s plan for communication, project management approach and quality control and assurance will be a key component towards ensuring the success of the design, project management (PM) or construction management (CM) project. Criteria weight (25%).

Consultant Selection:

After careful evaluation, the City’s Selection Committee determined a total of nine (9) firms to be the most qualified for the following categories:

Category		Number of proposals received
1	Architecture	John Kaliski Architects
		Environ Architecture, Inc.
		Kardent
2	Electrical Engineering	Borrelli And Associates, Inc.
		IMEG Consultants Corp.
		IDS Group
3	Structural Engineering	IMEG Consultants Corp.
		IDS Group
4	SCADA Integration, Maintenance, & Technical Support Services	SOFFA Electric, Inc.
		Freedom Automation, Inc.
		Power-Tech Engineers, Inc

Staff conducted reference checks and confirmed that all selected firms possess the experience required for the work under this agreement. The selected firms demonstrated the best detailed project approach, provided examples of recently completed similar projects, and demonstrated expertise in their respective areas.

The proposed agreements would enable the Public Works Department to secure timely professional services, augment staff roles, and provide essential support throughout the agreement terms. The amount of work assigned to consultants would depend on City priorities, specific service needs, and funding availability. Based on the services required, City staff will direct the appropriate consultant to complete a task per the agreement’s scope of work and assigned rates.

If approved by the City Council, each professional on-call service contract would be effective September 30, 2024, and serve for a term of two years and nine months with an annual not-to-exceed contract amount of \$100,000.

Staff recommends the City Council authorize the City Manager to award professional services contracts to the nine identified firms from September 30, 2024, through June 30, 2027, with an

9/24/2024

annual not-to exceed contract amount of \$100,000 per firm.

Reviewed for Fiscal Impact:

Sharon del Rosario

Attachments:

- A. Professional Consultant Services Agreement with John Kaliski Architects
- B. Professional Consultant Services Agreement with Environ Architecture
- C. Professional Consultant Services Agreement with Kardent
- D. Professional Consultant Services Agreement with IMEG Consultants Corporation
- E. Professional Consultant Services Agreement with IDS Group
- F. Professional Consultant Services Agreement with Borrelli and Associates, Incorporated
- G. Professional Consultant Services Agreement with SOFFA Electric, Incorporated
- H. Professional Consultant Services Agreement with Freedom Automation, Incorporated
- I. Professional Consultant Services Agreement with Power-Tech Engineers, Incorporated