



STAFF REPORT

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7/9/2024

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**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 CITY ENGINEERING SERVICES, GENERAL ENGINEERING DESIGN, PROJECT MANAGEMENT AND CONSTRUCTION MANAGEMENT SERVICES**

Summary:

The City Council will consider authorizing the City Manager to execute twenty-five (25) on-call Professional Consultant Services Agreements with qualified firms to provide City Engineer and various professional engineering services on an on-call basis, for a not-to-exceed amount of \$100,000 each. Importantly, staff would note the contract authority limit for each proposed contract is intended to provide the City with the opportunity to use one or more of the firms identified as qualified to perform services. The contract authority limits are not intended to align with the budgetary authority for each service; staff monitors spending associated with each contract to ensure expenditures remain within the City Council's approved budget allocation.

The professional engineering services are divided into the following categories:

- 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

The Public Works Department is responsible for providing reliable, well-maintained public facilities and essential services to residents and the business community. The responsibilities include the design, construction, and maintenance of all City facilities, including the water system, streets, traffic signals, parks and buildings. The Public Works Department utilizes on-call engineering support services to provide engineering related services necessary to carry out the projects in the Capital Improvement Program and routine departmental engineering support. The projects benefit the community, thereby accomplishing annual goals as defined by the City Council in the approved annual Operating Budget. If approved by City Council, each contract will be effective July 10, 2024, for a three-year term, for an annual not-to-exceed amount of \$100,000.

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 three-year Professional Consultant Services Agreement with Transtech Engineers, Incorporated, to provide City Engineer 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 three-year Professional Consultant Services Agreement with KPFF Consulting Engineers (KPFF) for as-needed General Civil 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 three-year Professional Consultant Services Agreement with Kreuzer Consulting Group (KCG) for as-needed General Civil 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 three-year Professional Consultant Services Agreement with Michael Baker International, Incorporated (MBI) for as-needed General Civil 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 three-year Professional Consultant Services Agreement with Willdan Engineering (Willdan) for as-needed General Civil 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 three-year Professional Consultant Services Agreement with General Technologies and Solutions, LLC (GTS) for City Traffic 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 three-year Professional Consultant Services Agreement with Linscott, Law, & Greenspan, Engineers (LLG) for City Traffic Engineering 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 three-year Professional Consultant Services Agreement with W.G. Zimmerman Engineering, Incorporated for City Traffic Engineering 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 three-year Professional Consultant Services Agreement with Associated Soils Engineering, Incorporated (ASE) for as-needed Geotechnical Engineering and Material Testing Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
10. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with Shannon & Wilson for as-needed Geotechnical Engineering and Material Testing Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
11. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with Coast Surveying, Incorporated for as-needed Land Surveying Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
12. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with KDM Meridian (KDM) for as-needed Land Surveying Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
13. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with Myers Houghton & Partners, Incorporated (MHP) for as-needed Structural Engineering Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
14. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with Architerra Design Group (Architerra) for as-needed Landscape Architecture Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.

15. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with David Voltz Design Landscape Architects, Incorporated (David Voltz) for as-needed Landscape Architecture Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
16. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with RJM Design Group, Incorporated (RJM) for as-needed Landscape Architecture Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
17. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with SWA Group (SWA) for as-needed Landscape Architecture Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
18. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with MCM Management Company (MCM) for as-needed Water Engineering Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
19. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with SA Associates (SA) for as-needed Water Engineering Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
20. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with Cumming Management Group, Incorporated (Cumming) for as-needed Program and Project Management Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
21. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with Project Partners for as-needed Program and Project Management Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
22. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with Psomas for as-needed Program and Project Management Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
23. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with FCG Consultants, Incorporated (FCG) for as-needed Construction Management and Construction Inspection Services for a not-to-exceed amount of \$100,000 annually, through

June 30, 2027, in a form approved by the City Attorney.

24. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with Interwest Consulting Group (Interwest) for as-needed Construction Management and Construction Inspection Services for a not-to-exceed amount of \$100,000 annually, through June 30, 2027, in a form approved by the City Attorney.
25. Authorize the City Manager to enter into a three-year Professional Consultant Services Agreement with Z&K Consultants, Incorporated (Z&K) for as-needed Construction Management and Construction Inspection 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:

Each on-call agreement has an annual cap of \$100,000. The budget for each agreement will be managed based on the tasks requested from each firm. When a service is needed, the City will request proposals from those firms within the relevant service category that have availability for the selected task. Each approved task will include the scope of services, timeline, and a not-to-exceed cost. Funding for tasks under the on-call agreements will come from either the Public Works Operating Budget or the Capital Improvement Program (CIP) budget, depending on the nature of the task. Task services related to Capital Improvement Projects will use the respective project budget. Routine departmental engineering support tasks will use the 100-91-5400 account (FY 2024-25 adopted budget for this account is \$325,000). Additionally, each department subdivision has a contract support services budget account (5400) that may also utilize the contracts on an on-call basis. The adopted fiscal year budgets for the three-year term of each contract will regulate the total amount spent.

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. These engineering services are essential for technical support, analysis, and documentation for both scheduled Capital Improvement Projects and routine departmental engineering needs. The City also requires designated positions for City Engineer to conduct technical reviews and prepare documents for specific engineering and construction projects. By utilizing on-call consultants, the City can effectively manage costs as workloads fluctuate with development or project-related activity. In March and July of 2018, the City awarded eleven contracts to qualified firms to provide professional on-call engineering services for a term of three years. The City renewed these contracts in 2021 for an additional three-year term, expiring June 30, 2024.

RFP Circulation Process

On April 26, 2024, staff issued a Request for Proposals (RFP) to provide on-call engineering services

in the following categories:

- 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

The City posted the RFP on PlanetBids, City website, and public notice locations, as identified in Signal Hill Municipal Code Section 1.08.010. A total of 73 prospective proposers were notified of the RFP through Planetbids and all 73 prospective proposers downloaded the contract documents; the proposals were due to the City on May 24, 2024.

#### Proposal Opening

The City received a total of 31 complete proposals before the deadline that met all City and submittal requirements. The following list provides the name of all 31 firms that provided a complete and valid proposal by the proposal deadline of May 24, 2024:

Architerra Design Group	MCM Management
Ardurra Group, Incorporated	Michael Baker International
Associated Soils Engineering, Incorporated	Myers Houghton & Partners, Incorporated
AZTEC Engineering Group, Incorporated	NV5, Incorporated
Coast Surveying, Incorporated	Onward Engineering
Cumming Corporation	Project Partners, Incorporated
David Volz Design Landscape Architects, Incorporated	Psomas
FCG Consultants	RJM Design Group, Incorporated
General Technologies and Solutions (GTS)	SA Associates
Interwest Consulting Group	Shannon & Wilson, Incorporated
KDM Meridian	SWA Group
Kevin Ko & Associates	Transtech Engineers, Incorporated
KPFF Consulting Engineers	W.G. Zimmerman Engineering, Incorporated
Kreuzer Consulting Group	Willdan Engineering
LAE Associates, Incorporated	Z&K Consultants Incorporated
LLG	

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

Category		Number of proposals received
1	City Engineer Services	5
2	General Civil Engineering Services	10
3	City Traffic Engineering Services	9
4	Geotechnical Engineering and Material Testing Services	7
5	Land Surveying Services	7
6	Structural Engineering Services	6
7	Landscape Architecture Services	9
8	Water Engineering Services	5
9	Program and Project Management Services	13
10	Construction Management and Construction Inspection Services	14

### 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. Also considered will be the firm's ability to: 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 individual qualifications of the project team members assigned as the leads for most of the work on the proposed projects. Considerations include qualifications of key personnel, project team member's individual experience and qualifications, project manager's experience, sub-consultant's individual experience and other qualifications. Criteria weight (30%).

**Project Approach:** Response to the City's needs as outlined in the RFP, including demonstrated effort to complete project task orders efficiently and accurately. Ability to respond to City's task orders within five (5) business days. Criteria weight (25%).

**Project Management:** The proposer's plan for communication, approach and quality control and assurance will be a key component towards a successful design, PM or CM project. Criteria weight (25%).

### Consultant Selection

After careful evaluation, the City's Selection Committee determined a total of twenty-five (25) firms to be the most qualified for the following categories:



<b>Category</b>		<b>Selected Firm(s)</b>
1	City Engineer Services	Transtech Engineering
2	General Civil Engineering Services	KPFF Consulting Engineers (KPFF)
		Kreuzer Consulting Group (KCG)
		Michael Baker International (MBI)
		Willdan
3	City Traffic Engineering Services	General Technologies and Solutions (GTS)
		LLG Engineering (LLG)
		WG Zimmerman Engineering
4	Geotechnical Engineering and Material Testing Services	Associated Soils Engineering (ASE)
		Shannon & Wilson
5	Land Surveying Services	Coast Surveying
		KDM Meridian (KDM)
6	Structural Engineering Services	Myers Houghton & Partners (MHP)
7	Landscape Architecture Services	Architerra Design Group (Architerra)
		David Voltz Design Landscape Architects (David Voltz)
		RJM Design Group (RJM)
		SWA Group (SWA)
8	Water Engineering Services	MCM Management Company (MCM)
		SA Associates (SA)
9	Program and Project Management Services	Cumming Management Group (Cumming)
		Project Partners
		Psomas
10	Construction Management and Construction Inspection Services	FCG Consultants (FCG)
		Interwest Consulting Group
		Z&K Consultants (Z&K)

Staff conducted reference checks and confirmed that all selected firms possess the experience required for the work under this agreement. These firms have demonstrated the best detailed project approach, provided examples of recently completed similar projects, and shown expertise in their respective areas. Currently, the selected firms provide on call engineering services for various cities including: Anaheim, El Monte, Glendora, Monterey Park, West Covina, and the Port of Long Beach. The City has previously worked with several of these firms, including Architerra, Willdan, ASE, SWA, MCM, MHP, Project Partners and FCG, all of which have completed projects successfully and to the City's satisfaction. Additionally, KPFF, KCG, MBI, W.G. Zimmerman Engineering, and KDM have successfully provided on-call engineering services for the City in the past.

The firms new to the City to enter into professional services agreements include Transtech for City Engineer Services; GTS and LLG for on-call traffic services; Shannon and Wilson for Geotechnical Engineering and Material Testing Services; Coast Surveying for Land Surveying Services; David Voltz and RJM for Landscape Architectural Design Services; SA for Water Engineering Design Services; Cumming and Psomas for Program and Project Management Services; and Interwest and Z&K to provide Construction Management and Construction Inspection Services. These firms have

demonstrated extensive experience and qualifications required for these services and understand the needs of the City.

The proposed agreements will 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 will be dependent 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 July 10, 2024, and serve for a term of three years with an annual not-to-exceed contract amount of \$100,000.

Staff recommends that City Council authorize the City Manager to award professional services contracts to the 25 identified firms from July 10, 2024, through June 30, 2027, with an annual not-to-exceed contract amount of \$100,000 per firm.

Reviewed for Fiscal Impact:

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Sharon del Rosario

Attachments:

- A. Professional Consultant Services Agreement with Transtech Engineers, Incorporated
- B. Professional Consultant Services Agreement with KPFF Consulting Engineers
- C. Professional Consultant Services Agreement with Kreuzer Consulting Group
- D. Professional Consultant Services Agreement with Michael Baker International, Incorporated
- E. Professional Consultant Services Agreement with Willdan Engineering
- F. Professional Consultant Services Agreement with General Technologies and Solutions
- G. Professional Consultant Services Agreement with Linscott, Law, & Greenspan, Engineers
- H. Professional Consultant Services Agreement with W.G. Zimmerman Engineering
- I. Professional Consultant Services Agreement with Associated Soils Engineering, Incorporated
- J. Professional Consultant Services Agreement with Shannon & Wilson
- K. Professional Consultant Services Agreement with Coast Surveying
- L. Professional Consultant Services Agreement with KDM Meridian
- M. Professional Consultant Services Agreement with Myers Houghton & Partners
- N. Professional Consultant Services Agreement with Architerra Design Group
- O. Professional Consultant Services Agreement with David Voltz Design Landscape Architects
- P. Professional Consultant Services Agreement with RJM Design Group, Incorporated
- Q. Professional Consultant Services Agreement with SWA Group
- R. Professional Consultant Services Agreement with MCM Management Company
- S. Professional Consultant Services Agreement with SA Associates
- T. Professional Consultant Services Agreement with Cumming Management Group, Incorporated
- U. Professional Consultant Services Agreement with Project Partners
- V. Professional Consultant Services Agreement with Psomas
- W. Professional Consultant Services Agreement with FCG Consultants
- X. Professional Consultant Services Agreement with Interwest Consulting Group
- Y. Professional Consultant Services Agreement with Z&K Consultants, Incorporated