



STAFF REPORT

DATE: 12/04/2024
TO: Honorable Mayor and City Council Members
FROM: Public Works Department

2024-185

REQUEST FOR CITY COUNCIL ACTION

SUBJECT:

PROFESSIONAL SERVICES AGREEMENT WITH Z&K CONSULTANTS FOR CONSTRUCTION INSPECTION, LABOR COMPLIANCE, AND MATERIAL TESTING SERVICES FOR VARIOUS PROJECTS, REQUEST FOR PROPOSALS 25-021SB, IN THE AMOUNT OF \$826,032

EXECUTIVE SUMMARY:

This staff report asks the City Council to approve the Professional Services Agreement with Z&K Consultants for \$826,032 for construction inspection, labor compliance, and materials testing services for various capital improvement projects, including ARPA-funded projects. The projects include the Citywide Traffic Signal Optimization, Project No. ST-2022-03; the City Hall Veterans Memorial Improvements, Project No. FC-2023-06; the Old Police Department Building Demolition, Project No. FC-2023-09; the Community Facilities & Infrastructure Phase I - Victoria Park Splash Pad, Project No. FC-2023-12; the South Mall Parking Lot Rehabilitation, Project No. ST-2025-07, and the Citywide Pavement Rehabilitation, Project No. ST-2025-26.

RECOMMENDED ACTION:

That the City Council:

- a. Award Notice Request for Proposals No. 25-021SB to Z&K Consultants for construction inspection, labor compliance, and materials testing services.

- b. Approve the Professional Services Agreement with Z&K Consultants for the various construction projects in the amount of \$826,032.
- c. Authorize the City Manager, or his designee, to execute the Professional Services Agreement with Z&K Consultants in the amount of \$826,032, including any non-substantive extensions, change orders, purchase orders, and amendments up to 10% of the contract amount or \$82,603 per Corona Municipal Code Section [3.08.070\(I\)](#).

BACKGROUND & HISTORY:

In 2021, the American Rescue Plan Act (ARPA) was approved by the federal government in response to the COVID-19 pandemic to respond to the public health emergency and offset negative economic impacts. The City of Corona received an allotment of \$29 million for this purpose, allocated to specific projects at the City Council Fall workshop in September 2021. Since that time, design work has proceeded on the various ARPA projects. ARPA requirements state that all funds must be encumbered or under contract before December 31, 2024, or they must be returned. To ensure all funds are encumbered before the ARPA deadline and that the projects can proceed with these deadlines, a Request for Proposals was issued to provide construction inspection, materials testing, and labor compliance services for these projects.

ANALYSIS:

Request for Proposals (RFP) 25-021SB for Construction Inspection, Labor Compliance, and Material Testing Services for Various ARPA Projects was advertised on October 7, 2024, pursuant to Corona Municipal Code (CMC) Section [3.08.110](#) Non-public projects formal bidding procedure and posted on the City's bidding portal, PlanetBids. The ARPA projects included the Citywide Traffic Signal Optimization, Project No. ST-2022-03; the City Hall Veterans Memorial Improvements, Project No. FC-2023-06; the Old Police Department Building Demolition, Project No. FC-2023-09; the Community Facilities & Infrastructure Phase I - Victoria Park Splash Pad, Project No. FC-2023-12; the South Mall Parking Lot Rehabilitation, Project No. ST-2025-07, and the Citywide Pavement Rehabilitation, Project No. ST-2025-26.

On November 7, 2024, eight (8) proposals were received through the PlanetBids bidding service. Proposals were evaluated by three staff members in the Public Works Department. Firms were evaluated based upon their ability to provide the services specified in the Scope of Work based on the following criteria:

- Completeness of Response (Pass or Fail): Responses must be complete and include proposal content requirements and subsequent addenda.
- Qualifications of Firm (10 points): Technical competence and experience in providing similar services. Demonstrated knowledge of the scope of work required, capability of performing specific tasks, adequacy of staff to provide the required services, and reputation, strength, and stability of the firm.
- Qualifications of Personnel (45 points): The qualifications, education, technical competence and experience of proposed staff. Key personnel's anticipated level

of involvement performing the work. A consultant team organization diagram that identifies the main contact person and any proposed sub-consultants. The experience and qualifications for each proposed team member and sub-consultants, including the anticipated level of participation as primary or supportive.

- Work Plan/Project Understanding and Approach (45 points): Consultants must have demonstrated thoroughly the understanding of the project and the City's requirements, identify and understand all Project issues and challenges, provide a quality work plan that includes a logical project organization and appropriate resource estimates and labor distribution among the various required tasks. Consultant shall also have demonstrated the adequacy of their systems and processes to manage cost, budget, project schedule, and communications with the City.

The following is a summary of the proposals evaluation results:

Firm	Location	Evaluation Ranking
Z&K Consultants	Riverside, CA	1
Fountainhead Consulting Corporation	Fontana, CA	2
Dudek	Encinitas, CA	3
TKE Engineering Inc.	Riverside, CA	4
Onward Engineering	Anaheim, CA	5
Transtech Engineers, Inc.	Chino, CA	6
Gafcon PM-CM LLC	San Diego, CA	7
FEI Associates Consulting Engineers	Chino, CA	Non-responsive

Staff has reviewed all the proposals and recommends awarding the contract to Z&K Consultants. Z&K Consultants possesses the skills, experience and staffing necessary to execute the scope of work for this project successfully.

Staff negotiated and requested a Best and Final Offer (BAFO) from Z&K Consultants. This resulted in over \$50,000 in savings from the original cost proposal.

FINANCIAL IMPACT:

Each project has requested funds for these services at time of construction contract award and have sufficient funding for the recommended actions.

ENVIRONMENTAL ANALYSIS:

These actions are exempt from the California Environmental Quality Act (CEQA), as the actions are not a "project" as defined by CEQA (PRC Section 21065 and CEQA Guidelines Section 15378), guidelines which define a "project" as the whole of an action which has a potential for resulting in either a direct physical change in the environment, or reasonable foreseeable indirect physical change in the environment, and that is an activity directly undertaken by any public agency including public works construction and

related activities. These actions involve the approval of a professional services agreement. Therefore, no environmental analysis is required at this time.

PREPARED BY: TRACY MARTIN, SENIOR PROJECT MANAGER

REVIEWED BY: SAVAT KHAMPHOU, PUBLIC WORKS DIRECTOR

ATTACHMENTS:

1. Exhibit 1 – Professional Services Agreement