



# STAFF REPORT

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

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**2024-180**

## REQUEST FOR CITY COUNCIL ACTION

### **SUBJECT:**

VARIOUS PROFESSIONAL SERVICES AGREEMENTS FOR REQUEST FOR PROPOSAL 24-069AS FOR MULTIPLE YEARLY PURCHASE ORDERS FOR ON-CALL ENGINEERING AND PROFESSIONAL CONSULTING SERVICES CONTRACTS

### **EXECUTIVE SUMMARY:**

This staff report asks the City Council to approve Professional Services Agreements with various consulting firms for on-call engineering and professional consulting services.

### **RECOMMENDED ACTION:**

That the City Council:

- a. Approve the Professional Services Agreements with the firms identified in Exhibit 2 for the not-to-exceed fiscal year amounts noted therein.
- b. Award Request for Proposals No. 24-069AS for On-Call Engineering and Professional Consulting Services to the firms identified in Exhibit 2 for the not-to-exceed fiscal year amounts noted therein.
- c. Authorize the City Manager, or his designee, to execute the Professional Services Agreements and one additional three-year agreement amendment to the agreements mentioned above for subsequent fiscal years in amounts not-to-exceed amounts noted in Exhibit 2 per fiscal year, per agreement, and to approve

necessary change orders and/or amendments up to the amount provided by Corona Municipal Code Section 3.08.070(I).

- d. Authorize the City Manager, or his designee, to issue purchase orders to the firms identified in Exhibit 2 for the not-to-exceed fiscal year amounts noted therein.

### **BACKGROUND & HISTORY:**

The Public Works Department utilizes various professional services to plan and design capital improvement projects. For large projects, a scope of work for these services is developed, and a request for proposal is developed and advertised. However, for typical smaller and medium sized projects, existing on-call contracts with consultants are utilized in order to quickly and efficiently complete these projects. Previously, the City Council awarded on-call contracts for this purpose on June 19, 2019, under Request for Proposals (RFP) 19-016CA. These contracts will expire on June 30, 2025. City staff identified services that are needed for current and upcoming capital improvement projects and developed generic scopes of work for the desired services in order to procure contracts.

### **ANALYSIS:**

RFP 24-069AS for On-Call Engineering and Professional Consulting Services was advertised on March 21, 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. On May 23, 2024, one hundred ninety-three (193) proposals were received through the PlanetBids bidding service from one hundred seven (107) potential consulting firms.

Proposals were evaluated by three to five staff members for each discipline from Development Services, Economic Development, Community Services, Utilities, and Public Works Departments based on the services specified and most appropriate evaluators. 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 (20 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 (30 points): The qualifications, education, technical competence, and experience of proposed staff. Key personnel's anticipated level of involvement in 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.
- Related Experience (30 points): Level of experience in providing similar services to public agencies.

- Feasibility of Oversight (10 points): Proximity and accessibility to the City and project sites; ability to respond to City requests.
- Reasonableness of Cost and Price (10 points): The reasonableness of the firm's hourly rates and competitiveness of quoted rates.

A summary of all proposals received, including individual reviewer and total scores, has been provided in Exhibit 1. After evaluation, staff recommends award to the fifty-three (53) professional consulting firms listed in Exhibit 2. Staff has evaluated the current needs for each service based upon the needs for each service and determined the agreement amount necessary for each fiscal year. The agreement amounts, per discipline, recommended for award range from \$250,000 to \$750,000.

Two categories, Labor Compliance/Disadvantage Business Enterprises (DBE), and Utility Locating Services, did not receive sufficient responses and will be re-bid in a subsequent process.

It is important to note that individual release purchase orders will be issued to the awarded consultants based on a specific task-related Scope of Work to ensure that cost, timelines, and operational issues are properly considered when assigning work under the on-call agreements. Award of RFP 24-069AS does not obligate the City in any financial way except to allow for the ability to utilize the requested services on an as-needed basis, nor would it prohibit the City from issuing independent competitive RFPs for services that may or may not be covered under this award.

**FINANCIAL IMPACT:**

Funding for the recommended actions is available in the Fiscal Year 2025 Operating and Capital Improvement Project budgets. Staff will recommend appropriate amounts in future budget years to provide for these services as needed.

**ENVIRONMENTAL ANALYSIS:**

These actions are categorically exempt from the California Environmental Quality Action (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 various on-call professional services agreements. 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 – Scoring Summary
2. Exhibit 2 – Awards Summary
3. Exhibit 3 - Various Professional Services Agreements