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**Title:** CONSIDER APPROVAL OF AMENDMENTS TO AGREEMENTS FOR CONTRACT SERVICES TO PROVIDE ON-CALL ENGINEERING PROFESSIONAL SERVICES TO THE ENGINEERING DIVISION OF THE PUBLIC WORKS DEPARTMENT, EXTENDING THE TERMS OF THE CONTRACTS UNTIL JUNE 30, 2024.

**Sponsors:**

**Indexes:**

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**Attachments:** 1. AMENDMENT NO. 6 On-Call (KOA).pdf, 2. AMENDMENT NO. 6 On\_Call (Westberg).pdf

Date	Ver.	Action By	Action	Result
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**Report to Mayor and City Council**

Tuesday, July 18, 2023

Consent

**SUBJECT:**

**CONSIDER APPROVAL OF AMENDMENTS TO AGREEMENTS FOR CONTRACT SERVICES TO PROVIDE ON-CALL ENGINEERING PROFESSIONAL SERVICES TO THE ENGINEERING DIVISION OF THE PUBLIC WORKS DEPARTMENT, EXTENDING THE TERMS OF THE CONTRACTS UNTIL JUNE 30, 2024.**

**I. SUMMARY**

The City of Carson retains the services of On-Call Engineering Firm KOA Corporation and On-Call Architecture Firm Westberg and White, Inc. to assist the Public Works Department in developing the necessary plans, specifications and estimates for City’s Capital Improvement Program (CIP) projects.

The existing contract amounts with KOA Corporation and Westberg and White, Inc. to provide professional services is not-to-exceed \$850,000 with the terms ending on June 30, 2023.

Based on the existing projects these consultants are working on and the need for professional services beyond the term ending June 30, 2023, it was concluded that the existing amount of time for each consulting firm is insufficient to complete the tasks

assigned and timetable of projects. Staff is recommending time extensions to allow the City to utilize their services in order to remain timely with project completion.

The recommendations, if adopted, would amend contract provisions of the contracts with KOA Corporation and Westberg and White, Inc. by extending the terms by one (1) additional year. If adopted, the contracts for KOA Corporation and Westberg and White, Inc. would be extended until June 30, 2024.

Staff is requesting that the City Council approve the amendment of the existing contracts with KOA Corporation and Westberg and White, Inc. as proposed for the consultants to continue to provide professional services to the City.

## **II. RECOMMENDATION**

1. APPROVE Amendment No. 6 to Agreement for Contract Services with KOA Corporation to provide On-Call Engineering Professional Services extending the term by additional one (1) year until June 30, 2024 (Exhibit No. 1).
2. APPROVE Amendment No. 6 to Agreement for Contract Services with Westberg and White, Inc. to provide On-Call Architecture Professional Services extending the term by additional one (1) year until June 30, 2024 (Exhibit No. 2).
3. AUTHORIZE the Mayor to execute Amendment No. 6 to Agreement for Contract Services with KOA Corporation following approval as to form by the City Attorney.
4. AUTHORIZE the Mayor to execute Amendment No. 6 to Agreement for Contract Services with Westberg and White, Inc. following approval as to form by the City Attorney.

## **III. ALTERNATIVES**

1. DO NOT APPROVE proposed Amendments for the two contracts, however, this will limit the consultants' ability to complete the tasks assigned.
2. TAKE another action the City Council deems appropriate, consistent with the requirements of the law.

## **IV. BACKGROUND**

The City's 5-Year Capital Improvement Program (CIP) was approved by the City Council on June 21, 2022, and the total estimated cost to complete all funded projects is approximately \$82,000,000. Because the process of retaining a consultant for a specific project from the initial conceptual phase to the issuance of the NTP is extremely time consuming, it is beneficial for the City to have on retainer a set of on-call professional engineers and architects that allows these consultants to go through the procurement process only once rather than once for each project. Having On-Call Engineering Professional Services greatly reduces the time required to develop the necessary plans, specifications and estimates by eliminating the need to prepare separate Requests for Proposals (RFPs) for each project under consideration. Using these on-call consultants

enables the City to move quickly on projects without the delays caused by having to process separate RFPs/RFQs for each individual project.

The Public Works Department is responsible for studies, and design and construction of all public works projects, including those that are grant funded. The use of consultants is not in lieu of using full-time employees, but rather these consultants are utilized to enhance the capacity of the current staff beyond what is typically needed, particularly for larger projects that tend to be beyond the scope of internal staff's capacity. Supplementing staff this way enables the City to complete many more projects in a timely manner and meet grant deadlines.

On November 15, 2022, the City Council approved Amendment No. 5 to the existing Consultant On-call Agreement with KOA Corporation and Amendment No. 5 to the existing Consultant On-Call Agreement with Westberg and White, Inc., extending the term of both agreements until June 30, 2023.

Given the significant number of infrastructure related projects and the increasing needs for professional services to complete the plans and specifications for the city's CIP and other miscellaneous projects, it was determined that the amount of time needed to complete the assigned tasks to these consultants is insufficient and needs to be extended. Staff is recommending extension of time until June 30, 2024 for KOA Corporation and Westberg and White, Inc. No additional funds are being requested for these contracts at this time.

The proposed amendments would amend contract provisions for the consulting firms, as follows:

1. For KOA Corporation the term would be extended by one (1) additional year until June 30, 2024.
2. For Westberg and White, Inc. the term would be extended by one (1) additional year until June 30, 2024.

It should be noted that there are multiple tasks assigned to each consultant that need to be completed before their contract expiration. KOA Corporation have ongoing work on projects: Project No. 1451 - Bike Lane Installation - Carson Street, Figueroa Street, Main Street, and Victoria Street; Project No. 1452 - Bike Lane Installation - 223rd Street, Avalon Boulevard, Central Avenue, Del Amo Boulevard, and University Drive; and Project No. 1611 - Traffic Signal Installation at the Intersection of Central Avenue and Dimondale Drive. Westberg and White, Inc. have ongoing work on projects: Project No. 1632 - Coiling Wall Removal and Replacement; Project No. 1656 - Community Center Restrooms; Project No. 1666 - City Hall Carpet Replacement; Project No. 1718 - Anderson Park Limited Accessibility Upgrade; and Project No. 1735 - Civic Center Turf Renovation. In addition, there have been significant changes in the scope of work for various projects and each consultant has taken a longer time than anticipated to complete the projects. Accordingly, staff is seeking City Council approval for each Amendment to allow staff to continue to utilize the services of each consultant and allow them to complete the assigned tasks and projects.

## **V. FISCAL IMPACT**

None. Staff is not requesting additional funding but recommending extension of time for each consultant to complete the tasks awarded to them before the expiration of their contracts.

## **VI. EXHIBITS**

1. Amendment No. 6 to Agreement for Contract Services with KOA Corporation (pgs. 4-8)
2. Amendment No. 6 to Agreement for Contract Services with Westberg and White, Inc. (pgs. 9-13)

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