



Legislation Text

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Report to Mayor and City Council

Tuesday, November 21, 2023

Consent

SUBJECT:

CONSIDER APPROVAL OF FOUR PROFESSIONAL SERVICES AGREEMENTS TO PROVIDE ON-CALL PROJECT MANAGEMENT SERVICES TO THE PUBLIC WORKS DEPARTMENT (CITY COUNCIL)

I. SUMMARY

The Public Works Department is responsible for the implementation of the Capital Improvements Program (CIP) through design and construction. The five-year CIP mostly consists of several improvements to the City's bikeways, building facilities, parks, roadway infrastructure and stormwater systems. Augmentation of the staffing level with on-call Project Management Services for the Public Works Department will assist in delivering projects in a timely manner.

Staff issued a Request for Qualifications which was advertised on Planet Bids from July 6, 2023 to August 7, 2023. All twelve proposals received from various firms were reviewed and were ranked based on certain criteria. While all firms met the minimum qualifications, the following four firms demonstrated qualifications ranked high and are recommended to provide professional project management services as necessary:

- CSG Consultants, Inc. (Orange, CA)
- Transtech Engineers Inc. (Chino, CA)
- W.G. Zimmerman Engineering Inc. (Huntington Beach, CA)
- Z&K Consultants Inc. (Riverside, CA)

Staff recommends the City Council approve Professional Services Agreements with the above consulting firms to provide on-call professional project management services for the capital improvement projects and other miscellaneous and related projects, for a 30-month term plus two (2) additional one-year City options to extend. (Exhibit Nos. 1-4). The not to exceed compensation for each of the four contracts is \$615,776.00 for an aggregate total

of \$2,463,104.00 over the thirty (30) month term.

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE a Contract Services Agreement with CSG Consultants, Inc., to provide on-call Project Management Professional Services for the term covering January 1, 2024 through June 30, 2026, in an amount not-to-exceed \$615,776.00, plus two (2) additional one-year City options to extend.
2. APPROVE a Contract Services Agreement with Transtech Engineers Inc., to provide on-call Project Management Professional Services for the term covering January 1, 2024 through June 30, 2026, in an amount not-to-exceed \$615,776.00, plus two (2) additional one-year City options to extend.
3. APPROVE a Contract Services Agreement with W.G. Zimmerman Engineering Inc., to provide on-call Project Management Professional Services for the term covering January 1, 2024 through June 30, 2026, in an amount not-to-exceed \$615,776.00, plus two (2) additional one-year City options to extend.
4. APPROVE a Contract Services Agreement with Z&K Consultants Inc., to provide on-call Project Management Professional Services for the term covering January 1, 2024 through June 30, 2026, in an amount not-to-exceed \$615,776.00, plus two (2) additional one-year City options to extend.
5. AUTHORIZE the Mayor to execute the Contract Services Agreements following approval as to form by the City Attorney.

III. ALTERNATIVES

1. DO NOT APPROVE the Contract Services Agreements to the aforementioned companies.
2. TAKE another action the City Council deems appropriate, consistent with the requirements of the law.

IV. BACKGROUND

The adopted 5-Year Capital Improvement Program (CIP) for Fiscal Year 2023-24 encompasses 27 total projects in the construction phase in connection with 6 Building Facilities, 1 Park, 19 Roadway Infrastructure, and 1 Stormwater project, for aggregate amounts that total approximately \$22M. Future City budgets anticipate adoption of several projects currently programmed for future fiscal years.

The large scale of current and future projects in the CIP exceeds the capacity of current staffing levels in Public Works to manage these projects. Therefore, consultants are being

used to augment staff on an as-needed basis. Increases in staff's capacity shall assist the department to implement the adopted CIP as well as future projects.

The Public Works Department released a Request for Qualifications (RFQ 23-001Q) to engage on-call project management consulting firms to provide professional services for various City capital projects. The RFQ was advertised on Planet Bids from July 6, 2023 to August 7, 2023. A selection committee, comprised of senior level staff and managers evaluated the Statement of Qualifications (SOQs) from all twelve consulting firms that responded to the RFQ (Exhibit No. 5).

All firms that participated in the solicitation met the minimum qualifications. Following multiple, lengthy discussions and difficult decisions to narrow down the twelve participants, it was collectively decided to select four firms based on the experience, credentials and similar professional services provided to other public agencies with common needs as the City of Carson.

The firms listed below are recommended to provide on-call Professional Project Management Services:

- CSG Consultants, Inc.
- Transtech Engineers, Inc.
- W.G. Zimmerman Engineering Inc.
- Z&K Consultants Inc.

CSG Consultants, Inc - provides a wide range of services to community development and public works departments, serving as a seamless extension of City staff. It is an employee-owned California company, that has been established for 32 years with its local office in Orange and corporate office in Foster City. CSG has managed a diverse range of construction and infrastructure projects and possesses a deep understanding of project delivery, from initial scoping and feasibility studies to design, construction, and closeout. Their ability to develop comprehensive project plans, manage budgets and schedules, mitigate risks, and coordinate multidisciplinary teams has consistently resulted in the timely and cost-effective completion of projects. Staff intends for CSG to provide project management for facility related projects.

Transtech Engineers, Inc. - is a multi-disciplinary engineering consulting firm that has been in business for over 33 years and is providing municipal services to approximately 75 public agencies in similar assignments. They have a good understanding of public agency issues, procedures, and policies. Transtech has a large pool of well experienced staff and resources readily available to provide requested services, and respond to requests in a timely, efficient, and cost-effective manner. Their staff and resources include approximately 200, including building officials, plan checkers, inspectors, permit technicians, engineers, project managers, designers, plan checkers, inspectors, construction managers, traffic and transportation analysts, technicians, support personnel. Staff intends for Transtech Engineers to provide project management for facility related projects.

W.G. Zimmerman Engineering Inc. - is a certified Small Business Enterprise (SBE) established in 1995 providing a full-service Civil/Transportation/Traffic Engineering firm recognized by Local, State and Federal agencies for providing quality professional engineering services for roadway rehabilitation projects. They provide similar project management services to the cities of Signal Hill, La Mirada, Camarillo, Thousand Oaks, Mission Viejo, South Pasadena and Downey as well as Orange County Transportation Authority (OCTA). Staff intends for WG Zimmerman Engineering to provide project management for roadway related projects.

Z&K Consultants - is a certified Disadvantaged Business Enterprise (DBE), Women's Business Enterprise (WBE), and Small Business Enterprise (SBE) in Southern California. Z&K specializes in the provision of Project Management, Plan Review, Program Management, Construction Management, Construction Administration, Construction Inspection, Pre-Construction Inspection, Staff Augmentation, and other Professional Engineering Consulting Services. The Z&K Team has held numerous similar contracts for local agencies. Staff intends for Z&K Consultants to provide project management for roadway related projects.

Staff is confident that the four firms selected are well qualified with their extensive experience to provide the professional project management service needs of the City of Carson. They will be able to assist the City to efficiently implement the projects programmed for execution based on the City's priority. The selected firms will be used on an "on-call" basis. The fees have been closely negotiated with each selected firm. The hourly rate of the personnel provided by the firm depends on the project management level needed for the assigned task or project. The amount of each contract during the initial 6 months of the term, from January 1, 2024 to June 30, 2024, is a not to exceed amount of \$120,250.00. For each of the next two years of the contract term commencing July 1, 2024, in addition to during each of the optional one-year renewal periods, the contract sum will reflect a per annum 2% CPI increase.

V. FISCAL IMPACT

None. Funding for the On-Call Consultants was approved in the adopted FY 2023/24 budget. If the On-Call Services Agreements are awarded, funds in the amount of \$481,000.00 will be re-allocated from previously approved On-Call funds in the CIP/General Fund account 101-99-999-904-6004 to fund these agreements.

VI. EXHIBITS

1. Project Management Professional Services Agreement with CSG Consultants, Inc. (pgs. 6-35)
2. Project Management Professional Services Agreement with Transtech Engineers, Inc. (pgs. 36-76)
3. Project Management Professional Services Agreement with W.G. Zimmerman Engineering Inc. (pgs. 78-101)

4. Project Management Professional Services Agreement with Z&K Consultants Inc. (pgs. 102-131)

5. Bid Register (pg. 132-133)

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