



# CITY OF CARSON

## Legislation Text

File #: 2020-662, Version: 1

### Report to Mayor and City Council

Tuesday, October 06, 2020

Consent

#### **SUBJECT:**

**CONSIDERATION OF RESOLUTION NO. 20-153 AUTHORIZING THE ADOPTION OF CALTRANS' LOCAL ASSISTANCE PROCEDURES MANUAL CHAPTER 10: CONSULTANT SELECTION (CITY COUNCIL)**

#### **I. SUMMARY**

To continue to be eligible for the reimbursement of funds used for consultant services on federal aid projects, the California Department of Transportation (Caltrans) requires that the City of Carson adopt the policies and procedures outlined in Chapter 10 of the Local Assistance Procedures Manual (LAPM) pertaining to the selection of Architectural and Engineering (A&E) consultants when soliciting and awarding any consultant services related to federally funded projects. (Exhibit No. 1)

#### **II. RECOMMENDATION**

WAIVE further reading and ADOPT Resolution No. 20-153, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AUTHORIZING THE ADOPTION OF CALTRANS' LOCAL ASSISTANCE PROCEDURES MANUAL CHAPTER 10."

#### **III. ALTERNATIVES**

1. DO NOT ADOPT Resolution No. 20-153. However, if the City does not adopt the resolution, it would not be allowed to use federal aid funds to reimburse for consultant services.
2. TAKE another action the City Council deems appropriate, consistent with the requirements of the law.

#### **IV. BACKGROUND**

The Caltrans Division of Local Assistance provides guidance to local agencies on consultant selection and procurement process related to Federal aid highway projects. Consultant services contracts funded in whole, or in part, with Federal aid highway program funds must follow the selection and contracting procedures detailed in Chapter 10 of the LAPM. (Exhibit No. 2)

A&E services are defined as program management, construction management, feasibility studies (includes environmental studies and analysis), preliminary engineering, design, engineering, surveying, mapping or architectural related services.

Local agencies are responsible for providing all resources necessary for the procurement, management, and administration of A&E consultant contracts including subcontracts. Examples of the procedures detailed in Chapter 10 of the LAPM include but are not limited to the following:

- Local agencies must keep adequate records of all contracts including the procurement, project management, accounting and financial administration.
- A&E contracts shall be procured through a qualifications based selection utilizing open and fair competition. Evaluating at least three consultants using published evaluation criteria and ranking these firms in order of preference. If less than three consultants are evaluated, provide justification and store in the project file.
- Selection of a firm shall be based on qualifications and the order of ranked preference.
- Solicitations for A&E contracts shall be in a manner that is open and competitive.
- The solicitations shall include published evaluation criteria to rank in order of preference. Clearly define expectations in the solicitation in order to evaluate firms.
- An independent cost comparison to the consultant's cost proposal shall be done in order to ensure the contract is negotiated at a fair and reasonable price.
- Negotiations must be documented to verify a fair and reasonable contract has been executed using public funds, and
- A&E contracts procured by public agencies shall be subject to standard accounting practices and may require financial and performance audits.

Staff requests City Council to adopt this Resolution to maintain eligibility for federal-aid and/or state funds reimbursement.

#### **V. FISCAL IMPACT**

None.

## **VI. EXHIBITS**

1. Resolution No. 20-153. (Pgs. 4-5)
2. Caltrans Local Assistance Chapter 10: Consultant Selection (January 2020) (Pgs. 6-83)

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