



# CITY OF CARSON

## Legislation Text

File #: 2021-251, Version: 1

### Report to Mayor and City Council

Tuesday, April 20, 2021

Consent

#### SUBJECT:

**CONSIDER APPROVAL OF AMENDMENT NO. 1 TO CONSULTANT RETAINER AGREEMENT (CONTRACT NO. C-19-074) WITH BOA ARCHITECTURE TO EXTEND THE TERMINATION DATE FROM JUNE 30, 2021 TO JUNE 30, 2022 TO PROVIDE ON-CALL ARCHITECTURAL PROFESSIONAL SERVICES TO THE ENGINEERING SERVICES DIVISION OF THE PUBLIC WORKS DEPARTMENT (CITY COUNCIL)**

#### **I. SUMMARY**

The City of Carson retains the services of On-Call Architectural Firm, BOA Architecture (BOA) to assist the Public Works Department in developing the necessary plans, specifications and estimates for City's Capital Improvement Program (CIP) projects, and providing assistance in managing CIP projects. BOA was originally awarded a contract to provide professional services in the amount not-to-exceed \$250,000 from September 2, 2019 to June 30, 2021 (Exhibit No. 1).

The Public Works Department has reviewed the number of potential projects and the need for professional services. Given the high demand for BOA's services, it was determined that the term of the contract as reflected in the Original Contract needs to be extended to meet the timetable of projects, particularly those funded by grants. Staff is requesting that the City Council approve Amendment No. 1 to the existing contract with BOA extending the term of the contract until June 30, 2022.

#### **II. RECOMMENDATION**

TAKE the following actions:

1. APPROVE Amendment No. 1 to Consultant Retainer Agreement with BOA Architecture to provide On-Call Architectural Professional Services extending the existing term from June 30, 2021 to June 30, 2022 (Exhibit No. 2.)

2. AUTHORIZE and DIRECT the Mayor to execute proposed Amendment No. 1 to the Consultant Retainer Agreement following approval as to form by the City Attorney.

### **III. ALTERNATIVES**

1. DIRECT staff to prepare a different amendment to the Agreement on other terms.
2. DO NOT APPROVE Amendment No. 1, however, this will limit staff's ability to issue Task Orders in the future, and will limit BOA's ability to finish the existing tasks assigned to them in a timely manner.
3. 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 19, 2018, and the total estimated cost to complete all funded and unfunded projects is \$45,000,000. 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, the City undertook the process to have on retainer a set of on-call professional architects that allows these consultants to go through the procurement process only once rather than once for each project. BOA is one of the on-call consultants the city retains at this time. Having On-Call Architectural Professional Services greatly reduces the time required to develop the necessary plans, specifications and estimates by eliminating the need to prepare separate RFPs for each project under consideration, enabling the City to move quickly on projects without the delays caused by having to process separate RFPs/RFQs for each individual project.

On September 3, 2019, the City Council approved Item No. 18 approving the contract with BOA for On-Call Architectural Professional Services in the amount of \$250,000 for a period of almost two years, until June 30, 2021.

Given the significant number of infrastructure related projects, many with grant funds, and the increasing need for professional services for these projects, it was determined that the existing contract term needs to be extended. This will allow staff to continue to utilize the services of BOA, and for BOA to complete the tasks assigned to them in a timely manner.

The proposed amendment would amend contract provisions of BOA Architecture as stated:

- The term of the contract will be extended from a period of more than one year to over a period of more than two years to provide On-Call Architectural Professional Services, from September 3, 2019 through June 30, 2022.

Staff is seeking the City Council approval of Amendment No. 1 to allow staff to continue to utilize the services of BOA and to move forward with the completion of the projects and tasks assigned.

BOA's contract is exercised on an "on-call" basis. BOA is typically requested to submit a fee proposal for every service the division needs. Based on the submittals, Engineering selects the most efficient and cost effective proposal among the on-call Architects. Under the Agreement, the Contract Officer would then issue a Notice to Proceed on a Task Order and the contractor would commence work.

## **V. FISCAL IMPACT**

None as this request is for time extension only and no funds are requested as part of this staff report.

## **VI. EXHIBITS**

1. BOA Architecture Professional Services Agreement (Signed Original Contract) (pgs.4-40)
2. Amendment No. 1 to Architectural Professional Services Agreement with BOA Architecture (pgs. 41-45)

Prepared by: Gilbert M. Marquez, P. E., City Engineer