



CITY OF CARSON

Legislation Text

File #: 2022-534, Version: 1

Report to Mayor and City Council

Tuesday, June 21, 2022

Consent

SUBJECT:

CONSIDER APPROVAL OF AMENDMENTS TO CONSULTANT ON-CALL AGREEMENTS TO PROVIDE ON-CALL ENGINEERING PROFESSIONAL SERVICES AND ON-CALL ARCHITECTURAL PROFESSIONAL SERVICES TO THE ENGINEERING DIVISION OF THE PUBLIC WORKS DEPARTMENT, EXTENDING ALL CONTRACTS THROUGH DECEMBER 30, 2022 (CITY COUNCIL)

I. SUMMARY

The City of Carson retains the services of three On-Call Engineering Firms (KOA Corporation, PA Arca Engineering, and JMC2, Inc.), and two On-Call Architectural Firms (Westberg and White, Inc. and BOA Architecture) 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 with PA Arca to provide professional services is not-to-exceed \$500,000 with the term ending on June 30, 2022. The existing contract amounts with KOA, JMC2, and Westberg & White to provide professional services is not-to-exceed \$850,000 with the term ending on August 30, 2022. The existing contract with BOA to provide professional services is not-to-exceed \$350,000 with the term ending on August 30, 2022.

Based on the existing projects these consultants are working on and the need for professional services through the end of the calendar year, 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 each of the five contracts, respectively, as follows:

1. For PA Arca Engineering: the term would be extended by six (6) additional months until December 30, 2022.

2. For KOA, JMC2, BOA, and Westberg and White: the term would be extended by four (4) additional months until December 30, 2022.

Staff is requesting that the City Council approve the amendment of the existing contract with each firm as proposed for all five consulting firms to allow consultants to continue to provide professional services to the city.

II. RECOMMENDATION

TAKE the following actions:

1. APPROVE Amendment No. 3 to Consultant On-Call Agreement with PA Arca Engineering to provide On-Call Architectural Professional Services extending the term by additional six (6) months until December 30, 2022 (Exhibit No. 1).
2. APPROVE Amendment No. 4 to Consultant On-Call Agreement with KOA Corporation to provide On-Call Engineering Professional Services extending the term by additional four (4) months until December 30, 2022 (Exhibit No. 2).
3. APPROVE Amendment No. 4 to Consultant On-Call Agreement with John M. Cruikshank Consultant Inc. (JMC2) to provide On-Call Engineering Professional Services extending the term by additional four (4) months until December 30, 2022 (Exhibit No. 3).
4. APPROVE Amendment No. 4 to Consultant On-Call Agreement with Westberg and White, Inc. to provide On-Call Architectural Professional Services extending the term by additional four (4) months until December 30, 2022 (Exhibit No. 4).
5. APPROVE Amendment No. 3 to Consultant On-Call Agreement with BOA Architecture to provide On-Call Architectural Professional Services extending the term by additional four (4) months until December 30, 2022 (Exhibit No. 5).
6. AUTHORIZE and DIRECT the Mayor to execute each proposed Amendment to the Consultant On-Call Agreements following approval as to form by the City Attorney.

III. ALTERNATIVES

1. DO NOT APPROVE proposed Amendments for any of the five contracts, however, this will limit staff's ability to issue Task Orders in the future and the consultant's 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 15, 2021, and the total estimated cost to complete all funded projects is approximately \$68,000,000. 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 and 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 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 the many more projects in a timely manner and meet grant deadlines.

On October 6, 2020, the City Council approved Amendment No. 2 to the existing Consultant On-call Agreement with PA Arca (Exhibit No. 6). On February 1, 2022, the City Council approved Amendment No. 3 to the existing Consultant On-Call Agreements with KOA (Exhibit No. 7), JMC2 (Exhibit No. 8), and Westberg & White (Exhibit No. 9) increasing the individual not-to-exceed contract amount from \$750,000 to \$850,000 and extending the term until August 30, 2022 for any On-Call Professional Services. The City Council also approved Amendment No. 2 with BOA Architecture (Exhibit No. 10) increasing the individual not to exceed contract amount from \$250,000 to \$350,000 and extending the term until August 30, 2022 for On-Call Professional Services.

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, and staff is recommending extension of time until December 30, 2022 for all five consulting firms. No additional funds are being requested for these contracts at this time.

The proposed amendments would amend contract provisions of each of the five consulting firms, respectively, as follows:

(1) For PA Arca:

- The term would be extended by six (6) additional months until December 30, 2022.

(2) For KOA:

- The term would be extended by four (4) additional months until December 30, 2022.

(3) For JMC2:

- The term would be extended by four (4) additional months until December 30, 2022.

(4) For Westberg and White:

- The term would be extended by four (4) additional months until December 30, 2022.

(5) For BOA Architecture:

- The term would be extended by four (4) additional months until December 30, 2022.

It should be noted that there are multiple tasks assigned to each consultant that need to be completed before their contract expiration. 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. 3 to Professional Services Agreement with PA Arca Engineering (pgs. 6-10)
2. Amendment No. 4 to Professional Services Agreement with KOA Corporation (pgs. 11-15)
3. Amendment No. 4 to Professional Services Agreement with JMC2 (pgs. 16-20)
4. Amendment No. 4 to Professional Services Agreement with Westberg and White (pgs. 21-25)
5. PA Arca Professional Services Agreement (Signed Amendment No. 2) (pgs. 26-31)
6. Amendment No. 3 to Professional Services Agreement with BOA Architecture (pgs. 32-36)

7. KOA Corporation Engineering Professional Services Agreement (Signed Amendment No. 3) (pgs. 37-42)
8. John M. Cruikshank Consultant Inc. Engineering Professional Services Agreement (Signed Amendment No. 3) (pgs. 43-47)
9. Westberg and White, Inc. Architectural Professional Services Agreement (Amendment No. 3) (pgs. 48-52)
10. BOA Architecture Architectural Professional Services Agreement (Amendment No. 2) (pgs. 53-57)

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