



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: DECEMBER 7, 2021

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT WARDS: ALL

SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR ON-CALL CONSTRUCTION INSPECTION, TESTING, AND GEOTECHNICAL SERVICES WITH HILLTOP GEOTECHNICAL, INC., IN AN AMOUNT NOT TO EXCEED \$500,000 OVER A THREE-YEAR TERM EFFECTIVE ON THE DATE SIGNED IN THE AGREEMENT PLUS ONE OPTIONAL TWO-YEAR EXTENSION IN A TOTAL AMOUNT NOT TO EXCEED \$400,000

ISSUE:

Approve a Professional Consultant Services Agreement with Hilltop Geotechnical, Inc. for on-call construction inspection, testing and geotechnical services in an amount not to exceed \$500,000 over a three-year term effective on the date signed in the agreement, with an annual cap of \$200,000 per year for Parks, Recreation and Community Services Department Capital Projects.

RECOMMENDATIONS:

That the City Council:

1. Award a Professional Consultant Services Agreement with Hilltop Geotechnical, Inc. for on-call construction inspection, testing, and geotechnical services in an amount not to exceed \$200,000 per year and not to exceed \$500,000 total over a three-year term, with the option to extend for one additional two-year term in an amount not to exceed \$400,000; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Hilltop Geotechnical, Inc., including making minor and non-substantive changes and the optional two-year extension.

BACKGROUND:

On September 22, 2015, City Council authorized the award of on-call construction inspection, testing, and geotechnical services to Hilltop Geotechnical, Inc. for a five-year term.

On June 29, 2020, the first amendment to Master Professional Consultant Services Agreement between the City of Riverside and Hilltop Geotech Inc. was made extending the agreement for an additional term of one year, remaining in effect until June 30, 2021.

DISCUSSION:

On April 27, 2021, the Purchasing Division posted RFP No. 2075 on the City's online bidding website. The RFP closed on May 17, 2021, and a total of 17 proposals were received. After a thorough review by the Purchasing Division, it was found that all proposals were deemed responsive. A selection committee consisting of three staff members from Parks, Recreation and Community Services Department (PRCSD) reviewed and scored the proposals based on experience, qualifications, and references. After careful review it was determined Hilltop Geotechnical, Inc. received the highest rate score based on their proposal scores.

The scope of professional services to be provided on an as-needed basis include construction inspection, testing, and geotechnical services to support the City of Riverside PRCSD for park capital improvement projects. These services may include review of contract change orders, foundation investigations, measurement, computation of quantities, review or testing of construction materials, checking of shop drawings, reports, and other inspection activities necessary to ensure the work is performed in accordance with the approved plans and specifications.

The Purchasing Manager concurs with the bid award recommendation in accordance with Purchasing Resolution No. 23256.

STRATEGIC PLAN ALIGNMENT:

The work contributes to the "Arts, Culture and Recreation" priority of the Envision Riverside 2025 Strategic Plan, which aims to provide diverse community experiences and personal enrichment opportunities for people of all ages.

The work contributes to Goal 1.3 to improve parks, recreational amenities, open space, and trail development, and fulfill critical lifecycle and facility maintenance needs, and Goal 1.4 to prioritize safety at parks, trails, arts, cultural and recreational facilities.

1. **Community Trust** – Standard City public procurement methods were utilized to solicit proposals from local firms. Fair and unbiased evaluations were conducted by City staff members to make the final determination in accordance with adopted Purchasing Resolution No. 23256.
2. **Equity** – This agreement will provide important construction inspection, testing, and geotechnical services as needed for Park's projects in all neighborhoods of the City.
3. **Fiscal Responsibility** – PRCSD capital improvement projects are funded primarily with outside grant proceeds, thereby providing great value to City residents. Competitive pricing was a substantial evaluation factor used in the formal bidding process undertaken.
4. **Innovation** – This agreement prepares PRCSD by having requisite supplemental on-call services pre-authorized for use on necessary projects during the agreement term in order

to respond to project needs in a timely manner.

5. **Sustainability & Resiliency** – These services will contribute to developing new and enhancing existing City facilities and amenities, which encourages and provides access to healthy and sustainable exercise opportunities while improving the overall quality of life for all City of Riverside residents.

FISCAL IMPACT:

Funding for assigned projects will be obtained from approved Park Capital Improvement Project budgets. Inspection and testing services are budgeted in and billed against each capital project. This agreement will allow for up to \$200,000 to be expended within each fiscal year, but the cumulative amount over the three-year term shall not exceed \$500,000.

Prepared by: Pamela M. Galera, Parks, Recreation and Community Services Director
Certified as to
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer
Approved by: Kris Martinez, Interim Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Professional Consultant Services Agreement