



*City of Arts & Innovation*

# City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: MAY 9, 2023  
FROM: PUBLIC WORKS DEPARTMENT      WARDS: ALL  
SUBJECT: **SECOND AMENDMENT TO THE MASTER AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES FOR VARIOUS ENGINEERING SERVICES FOR PUBLIC WORKS CAPITAL IMPROVEMENT PROJECTS TO EXTEND THE TERMS OF SERVICES FOR ONE ADDITIONAL YEAR**

**ISSUE:**

Approve a Second Amendment to the Master Agreement for Professional Consultant Services for various engineering services for Public Works capital improvement projects to extend the terms of services for one additional year.

**RECOMMENDATION:**

That the City Council approve a Second Amendment to the Master Agreement for Professional Consultant Services for various engineering services for Public Works capital improvement projects to extend the terms of services for one additional year.

**BACKGROUND:**

On March 5, 2019, the City Council approved the Master Agreement for Professional Consultant Services with thirty-five (35) firms for Civil Engineering Design, Environmental Document Preparation and Environmental Construction Monitoring, Landscape Design, Geotechnical Engineering Investigation, Surveying, and Construction Inspection and Management for Public Works capital improvement projects, not to exceed \$750,000 per firm, with an initial term of three years, and two optional one-year term extensions.

In 2021, the First Amendment to the Master Professional Consultant Services Agreement for various engineering services for Public Works capital improvement projects was executed to extend the term of services for 12 months.

**DISCUSSION:**

The terms of the First Amendment are set to expire this year. The Second Amendment will extend the terms of services to 2024 and allow the Public Works Department to use the consultants listed below for various engineering services on an as-needed basis:

1. AGA Engineers, Inc.
2. Alta Planning + Design, Inc.
3. Carollo Engineers, Inc.
4. The Converse Professional Group
5. Kimley-Horn and Associates, Inc.
6. Leighton Consulting, Inc.
7. Psomas
8. R M A Group
9. Terracon Consultants, Inc.
10. Twining, Inc.
11. T.Y. Lin International, Inc.
12. Willdan Engineering

Section 1104 of Purchasing Resolution 23914 allows for modifications of Purchase Orders and Contracts. It states that “Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval: (d) A Contract amendment which extends the term of the agreement beyond one year of the original expiration date.”

The Purchasing Manager concurs that the recommendation to approve the extensions is in compliance with Purchasing Resolution 23914.

### **STRATEGIC PLAN ALIGNMENT:**

This Project aligns to **Strategic Priority No. 6 – Infrastructure, Mobility and Connectivity** and **Goal No. 6.2** – Maintain, protect, and improve assets and infrastructure within the City’s built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

This project aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – These agreements will help expedite the designs of Capital Improvement Projects (CIPs) to ensure proper functioning of the City’s infrastructures. This project serves the public interest, benefits the City’s diverse populations, and results in greater public good.
2. **Equity** – These agreements support Public Works Department efforts in protecting the public’s health and the environment by ensuring critical CIPs are designed properly to operate efficiently and effectively.
3. **Fiscal Responsibility** – These agreements target ways to reduce costs by having multiple consultants of the same discipline competing for similar services.
4. **Innovation** – These agreements exemplify a collaborative partnership between Public Works Department and the qualified engineering consultants to respond to the need of engineering services expeditiously and effectively.
5. **Sustainability & Resiliency** – These agreements support the continuous effort of the Public Works Department in designing and constructing CIPs to meet the current and future demands of the City’s growth and services, as well as maintaining the existing infrastructures and prolong their service lives.

**FISCAL IMPACT:**

There is no immediate fiscal impact associated with this action. Costs associated with the professional consultant services panel will be on an as-needed basis and funded through Public Works Capital Improvement Project accounts.

Prepared by: Gilbert Hernandez, Public Works Director  
Certified as to  
availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/City Treasurer  
Approved by: Kris Martinez, Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

Attachment: Sample Second Amendment to Master Agreement