



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JULY 25, 2017**

FROM: FINANCE DEPARTMENT **WARDS: ALL**

SUBJECT: PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH ALBERT A. WEBB ASSOCIATES FOR RFQ/RFP 1680 - ASSESSMENT ENGINEER SERVICES, FOR A TERM OF FIVE YEARS – IN THE INITIAL TERM AMOUNT OF \$375,731 WITH A 20% CHANGE ORDER AUTHORIZATION FOR A TOTAL AMOUNT NOT TO EXCEED \$450,877.20

ISSUES:

Approve a Professional Consultant Services Agreement with Albert A. Webb Associates of Riverside, California, for RFQ/RFP 1680 - Assessment Engineer Services, for a term of five years, in the amount of \$375,731, and approve a 20% change order authority, for a total amount not to exceed \$450,877.20, for the agreement.

RECOMMENDATIONS:

That the City Council:

1. Approve a Professional Consultant Services Agreement with Albert A. Webb Associates of Riverside, California, for RFQ/RFP 1680 - Assessment Engineer Services, for a term of five years, in the amount of \$375,731;
2. Approve a 20% change order authorization for the Professional Consultant Services Agreement for Assessment Engineer Services with Albert A. Webb Associates, for a total amount not to exceed \$450,877.20; and
3. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with Albert A. Webb Associates, including making minor and non-substantive changes.

BACKGROUND:

Albert A. Webb Associates holds the current Professional Consultant Services Agreement ("Agreement") for Assessment Engineer Services of the Street Light Assessment District (SLAD), City Library Services Parcel Tax and Special District Administration. The Engineer's Reports generated based on this agreement outline the street lighting expenses and proposed assessments for each fiscal year and are necessary for meeting deadlines regarding Riverside County property tax rolls for a given fiscal year.

DISCUSSION:

In March of 2017, the Finance Department released RFQ/RFP 1680 for Assessment Engineer Services. The agreement is expected to last for five years. Four responses were received, all four responses were deemed qualified by a panel and all four proposers were subsequently invited to present to the City. Final evaluations were based on the technical approach, the presentation/interview, proposal documents, and total cost.

The following companies submitted proposals: Albert A. Webb Associates, Harris & Associates, NBS, and Psomas. Albert A. Webb Associates was the highest rated proposer.

Due to additional costs per year that may or may not be necessary, including but not limited to new Assessment Districts, the Department requests a yearly change order authority for this agreement in the amount of 20% of the current year for a total five year amount not to exceed \$450,877.20.

The Purchasing Services Manager concurs with the award recommendation.

FISCAL IMPACT:

The total fiscal impact of the action is between \$72,200 and \$86,640 for fiscal year 2017/18 and are currently budgeted. The cost after year 1 escalates by 2% each year. The costs are allocated amongst a variety funds as follows:

IFAS Fund	Description	Account	Object
759	CFD 2006-1 A 2 (Riverwalk Vista)	2390290	447010
390	CFD 2004-1 (Galleria at Tyler)	2370100	447010
756	CFD 2006-1 A 1 (Riverwalk Vista)	2390280	447010
760	CFD 2014-2 (The Highlands)	2390300	447010
758	CFD 9201 (Sycamore Canyon)	2390101	447010
741	Auto Center AD	2390210	447010
746	Riverwalk Business Center AD	2390261	447010
260	CSA 152 (NPDES Program)	4140200	421000
101	SLAD & Library Tax – GIS	7223200	421000
742	Hunter Business Park AD	2390270	447010
101	LMD 88-1 Sycamore Highlands	9716820	421000
745	Riverwalk AD	2390251	447010
101	Riverwalk LMD	9760340	421000
101	SLAD & Library Tax	7223200	421000

Prepared by: Scott Miller, Chief Financial Officer/Treasurer

Certified as to

availability of funds: Scott G. Miller, Chief Financial Officer /Treasurer

Approved by: Marianna Marysheva, Assistant City Manager

Approved as to form: Gary G. Geuss, City Attorney

Attachment: Professional Consultant Services Agreement