



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JULY 10, 2018**

**FROM: PUBLIC WORKS DEPARTMENT** **WARDS: 6 AND 7**

**SUBJECT: RFP NO. 1805 – PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH C BELOW, INC. OF CHINO, CALIFORNIA, FOR UTILITY POTHOLING SERVICES FOR THE MAGNOLIA AVENUE WIDENING PROJECT FROM BUCHANAN STREET TO HOLE AVENUE IN THE AMOUNT OF \$119,315**

## **ISSUE:**

Approve a Professional Consultant Services Agreement with C Below, Inc., of Chino, California, from RFP No 1805 for Utility Potholing Services for Magnolia Avenue Widening Project from Buchanan Street to Hole Avenue in the amount of \$119,315.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve a Professional Consultant Services Agreement with C Below, Inc., of Chino, California, from RFP No 1805 for Utility Potholing Services for Magnolia Avenue Widening Project from Buchanan Street to Hole Avenue in the amount of \$119,315; and
2. Authorize the City Manager, or his designee, to execute the Professional Consultant Services Agreement with C Below, Inc., including making minor non-substantial changes.

## **BACKGROUND:**

On November 10, 2009, the City Council adopted the Magnolia Avenue Specific Plan and amended the General Plan 2025 revising the Circulation Element to designate Magnolia Avenue as a six-lane arterial for the portion of Magnolia Avenue westerly of Harrison Street.

## **DISCUSSION:**

The Magnolia Avenue Widening from Buchanan Street to Hole Avenue (Project) will reduce the existing median and add an additional travel lane in each direction (Attachment 1). The Project will also provide for rehabilitation of the existing roadway including replacement of any damaged concrete; relocation and reconstruction of existing underground utilities; and construction of new median landscaping and drip-irrigation.

On March 26, 2018, the Public Works Department issued Request for Proposal No. 1805 seeking a qualified consulting firm to perform utility potholing for the Project.

On April 23, 2018, the City received eight proposals in response to RFP 1805. In order to identify the most qualified proposer, a selection panel consisting of representatives from the Public Works Department evaluated all proposals based on the criteria set forth in RFP 1805 which included scope of work, qualifications, references, and cost.

C Below, Inc. was selected as the most qualified company to provide the required services. The Public Works Department negotiated a Professional Consultant Services Agreement with C Below for an amount of \$119,315 (Attachment 2).

The Purchasing Services Manager concurs that the recommendations are in compliance with the City's Purchasing policies and procedures.

**FISCAL IMPACT:**

The cost to perform the potholing and prepare the reports is \$119,315. There are sufficient funds available in Project Account No. 9882430-440313 (Magnolia Widening - 2009 Measure A) to execute the Agreement.

Prepared by:	Kris Martinez, Public Works Director
Certified as to	
availability of funds:	Adam Raymond, Chief Financial Officer/City Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

**Attachments:**

1. Project Location Map
2. Professional Consultant Services Agreement with C Below, Inc.
3. RFP Award Recommendation