



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: OCTOBER 6, 2020**

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

SUBJECT: FIRST AMENDMENT TO THE MASTER PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH HILLTOP GEOTECHNICAL INC. FOR ON-CALL SERVICES OF CONSTRUCTION INSPECTION AND GEOTECHNICAL SERVICES TO EXTEND THE TERM THROUGH JUNE 30, 2021

ISSUE:

Ratify the First Amendment to Master Professional Consultant Services Agreement with Hilltop Geotechnical Inc. for on-call services of Construction Inspection and Geotechnical Services. The amendment is a one-year extension, to remain in effect until June 30, 2021.

RECOMMENDATIONS:

That the City Council:

1. Ratify the First Amendment to Master Professional Consultant Services Agreement with Hilltop Geotechnical Inc. for on-call Construction Inspection and Geotechnical Services to extend the term through June 30, 2021; and,
2. Authorize the City Manager, or his designee, to execute the First Amendment to Master Professional Consultant Services Agreement, including making minor and non-substantive changes.

BACKGROUND:

On March 14, 2015, Request for Qualifications #RM2009 posted for on-call construction inspection, testing, and geotechnical services. On June 8, 2015, ten consultant firms uploaded their Statement of Qualification (SOQ). Upon evaluation of each firm's qualifications, inspector qualifications, references, and schedule of rates, Hilltop Geotechnical, Inc., outscored the other nine firms.

On September 23, 2015, a Master Professional Consultant Services Agreement ("Agreement") between the City of Riverside and Hilltop Geotechnical Inc. was executed to remain in effect until June 30, 2020, for a total sum not to exceed \$750,000 with a \$200,000 per year limit.

On September 3, 2020, a First Amendment to Master Professional Consultant Services Agreement (“First Amendment”) was executed, extending the term of the Agreement to June 30, 2021. After the First Amendment was executed, City staff determined that the First Amendment would require City Council ratification.

DISCUSSION:

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 Parks, Recreation and Community Services Department’s 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 amendment will extend the term through June 30, 2021 and maintain the annual limit of \$200,000 for consultant services.

Purchasing Resolution No. 23256 Section 702 (g) states “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required...(g) When Services can be Procured from a Contractor who offers the same or better price, terms and conditions as the Contractor previously offered as the Lowest Responsive Bidder under Competitive Procurement or negotiations conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interests of the City to do so.”

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution 23256, Section 702(g).

FISCAL IMPACT:

The agreement amendment allows for up to \$200,000 to be expended within the one-year extended term. Costs for services provided under this agreement amendment will be funded by the Capital Improvement Projects accounts associated with each project that inspection services are provided for.

Prepared by:	Adolfo Cruz, Parks, Recreation and Community Services Director
Certified as to availability of funds:	Edward Enriquez, Chief Financial Officer/Treasurer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachment:	First Amendment to Agreement with Hilltop Geotechnical Inc.
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