



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: AUGUST 19, 2025**

FROM: GENERAL SERVICES DEPARTMENT **WARD: 1**

SUBJECT: REQUEST FOR PROPOSALS NO. 2462 – PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH GEOTEK, INC., OF CORONA, CALIFORNIA, FOR DEPUTY INSPECTION, MATERIALS TESTING SERVICES, AND REPORTING FOR THE SPC JESUS S. DURAN EASTSIDE LIBRARY PROJECT, FOR A TWO-YEAR TERM THROUGH AUGUST 19, 2027, IN THE AMOUNT OF \$102,079 WITH 20% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$20,416, FOR A TOTAL AMOUNT OF \$122,495

ISSUE:

Approve a Professional Consultant Services Agreement with GeoTek, Inc. of Corona, California, from Request for Proposals No. 2462 for Deputy Inspection, Materials Testing Services, and Reporting for the SPC Jesus S. Duran Eastside Library Project, for a two-year term through August 19, 2027, in the amount of \$102,079, with 20% change order authority in the amount of \$20,416, for a total amount of \$122,495.

RECOMMENDATIONS:

That the City Council:

1. Approve the Professional Consultant Services Agreement with GeoTek, Inc. of Corona, California, from Request for Proposals No. 2462 for Deputy Inspection, Materials Testing Services, and Reporting for the SPC Jesus S. Duran Eastside Library Project, for a two-year term through August 19, 2027, in the amount of \$102,079; and
2. Authorize 20% change order authority in the amount of \$20,416; and
3. Authorize the City Manager, or designee, to execute the Agreement, including making minor and non-substantive changes.

BACKGROUND:

The SPC Jesus S. Duran Eastside Library Project at 2060 University Avenue supports the City's commitment to equitable access to educational resources. The new facility will replace the former leased Eastside library site and will offer modern technology, programming, and cultural services. Named in honor of community advocate and Medal of Honor recipient SPC Jesus S. Duran, the project includes demolition of the existing structure, hazardous abatement, and new construction

of a 15,000 sq. ft. facility. The project is funded through a combination of State Library grants, Measure Z, and City appropriations. Construction plans were approved in March 2025, and bidding concluded in April 2025 with Horizons Construction identified as the lowest responsive bidder.

DISCUSSION:

Deputy inspection, materials testing services, and reporting are required for this project to ensure building materials and construction methods meet requirements and standards.

Request for Proposals (RFP) No. 2462 was posted on the City's online bidding system, Planet Bids, on May 15, 2025, seeking prospective bidders to provide Deputy Inspection, materials testing, and reporting services for the new construction of the SPC Jesus S. Duran Library Project.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	799
Vendors who downloaded the RFP	20
Proposals received	8

RFP No. 2462 closed on June 4, 2025, with a total of eight responses received. Of those, eight responses were found to be responsive and responsible. Under the guidance of the Purchasing Division, three City staff evaluated the proposals, with GeoTek Inc., ranking No. 1. The evaluation criteria, total points, and rankings for each evaluation round are summarized in the tables below.

Round 1

Evaluation Criteria	Total Points
Qualifications	35%
Experience (Projects of similar size and scope)	20%
Professional References	10%
Approach and Methodology	10%
Pricing	25%

Evaluation Results

Vendor	Location	Total Cost	Total Point	Rank
GeoTek Inc.	Corona, CA	\$102,079.00	228.00	1
Twining Inc.	Riverside, CA	\$172,314.24	210.81	2
Centerra RMA Group	Rancho Cucamonga, CA	\$109,885.00	181.22	3
Achievement Engineering Corp.	San Jose, CA	\$148,677.00	179.16	4
Smith-Emery Laboratories	Anaheim, CA	\$299,900.00	178.51	5
Earth Systems	Perris, CA	\$384,193.00	172.64	6
Monterroso Consultants	Santa Clarita, CA	\$110,445.00	166.11	7
K&R Consulting	Hemet, CA	\$134,038.00	145.04	8

Purchasing Resolution 24101, Section 508 Awards states, "Contracts procured through Formal

Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible, except that... (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposal or Request for Qualifications.”

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101.

The Library Director concurs with this report.

FISCAL IMPACT:

The total fiscal impact of the action is \$122,495 which includes 10% change order authority in the amount of \$20,416. Sufficient funds are available in Capital Outlay, Eastside Library, City Funds account 9907420-440301.

Prepared by:	Joseph Lopez, Project Manager
Approved by:	Lee Withers, General Services Director
Certified as availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/City Treasurer
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Agreement
2. Award recommendation