



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 PROPOSAL NO. 2475 – PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH GEOTEK, INC., OF CORONA, CALIFORNIA, FOR DEPUTY INSPECTION, MATERIALS TESTING SERVICES, AND REPORTING FOR THE MUSEUM OF RIVERSIDE REHABILITATION AND EXPANSION, FOR A TWO-YEAR TERM THROUGH AUGUST 19, 2027, IN THE AMOUNT OF \$174,208, PLUS 20% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$34,842, FOR A TOTAL AMOUNT OF \$209,050

ISSUE:

Approve a Professional Consultant Services Agreement with GeoTek, Inc., of Corona, California, from Request for Proposal No. 2475 for Deputy Inspection, Materials Testing Services, and Reporting for the Museum of Riverside Rehabilitation and Expansion, for a two-year term through August 19, 2027, in the amount of \$174,208, plus 20% change order authority in the amount of \$34,842, for a total amount of \$209,050.

RECOMMENDATIONS:

That the City Council:

1. Approve the Professional Consultant Services Agreement with GeoTek, Inc., of Corona, California, from Request for Proposal No. 2475 for Deputy Inspection, Materials Testing Services, and Reporting for the Museum of Riverside Rehabilitation and Expansion, for a two-year term through August 19, 2027, in the amount of \$174,208;
2. Authorize 20% change order authority in the amount of \$34,842; and
3. Authorize the City Manager, or designee, to execute the Agreement, including making minor and non-substantive changes.

BACKGROUND:

The main facility of the Museum of Riverside (Museum) is located at 3580 Mission Inn Avenue in a building designed in 1912 as a U.S. Post Office by James K. Taylor, a principal draftsman at the United States Architect's Office. The Neo-Classical style of the building was common for early twentieth-century government structures; the building also reflects the Mission Revival materials

and details typical of its Southern California location. The Museum has operated this facility since 1948, when it occupied the basement and shared the facility with the Police Department. In 1965, after the departure of the Police Department, the Museum began to maintain and operate the entire structure.

DISCUSSION:

Since September 5, 2017, the structure at 3580 Mission Inn Avenue has been closed to the public in preparation for rehabilitation of the original 1912 Post Office structure and expansion to include a purpose-built gallery building to replace additions that are currently on the south side of the original building.

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. 2475 was posted on the City's online bidding system, Planet Bids, on April 30, 2025, seeking prospective bidders to provide Deputy Inspection, materials testing, and reporting services for the new construction of the Museum of Riverside Rehabilitation and Expansion.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	793
Vendors who downloaded the RFP	43
Proposals received	11

RFP No. 2475 closed on May 15, 2025, with a total of 11 responses received. Of those, eight responses were found to be responsive and responsible. Three responses were deemed nonresponsive for not meeting the minimum licensing requirement. 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	Corona, CA	\$195,385.00	2221.36	1
Earth Systems	Perris, CA	\$296,147.60	2051.88	2
Converse Consultants	Redlands, CA	\$270,332.00	1884.21	3

Monterroso Consultants	Santa Clarita, CA	\$50,894.00	1870.00	4
RMA Group	Rancho Cucamonga, CA	\$260,600.00	1816.46	5
Moore Twining Associates, Inc.	Fresno, CA	\$591,078.80	1807.59	6
K&R Consulting	Hemet, CA	\$175,821.00	1784.61	7
California Testing & Inspections	Paramount, CA	\$480,735.00	1747.41	8
Fenagh Engineering and Testing*	Rancho Cucamonga, CA	\$257,048.00	N/A	N/A
Hilltop Geotechnical, Inc.*	San Bernardino, CA	\$161,100.00	N/A	N/A
MTGL Inc.*	Riverside, CA	\$362,600.00	N/A	N/A

*Nonresponsive

GeoTek entered into negotiations with the City Staff and reduced their pricing without changing scope, from \$195,385.00 to \$174,208.00, resulting in \$21,177 savings.

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 Museum Director concurs with this report.

FISCAL IMPACT:

The total fiscal impact of the action is \$174,208 for the agreement and 20% change order authority in the amount of \$34,842 for a total of \$209,050. Sufficient funds are available in the Measure Z Capital Projects, Museum Expansion and Rehab, Building and Improvements account 9901719-462050.

Prepared by:	Chris Sauvé, Building Services Project Manager
Approved by:	Lee Withers, General Services Director
Certified as to 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