



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: AUGUST 6, 2024**

FROM: PUBLIC WORKS DEPARTMENT **WARDS: ALL**

SUBJECT: REQUEST FOR PROPOSAL NO. 2336 – APPROVE TWENTY-SEVEN (27) MASTER PROFESSIONAL CONSULTANT SERVICES AGREEMENTS IN AN AMOUNT NOT TO EXCEED \$1,000,000, AND APPROVE FIVE (5) PROFESSIONAL CONSULTANT SERVICES AGREEMENTS IN AN AMOUNT NOT TO EXCEED \$5,000,000, TO PROVIDE VARIOUS ENGINEERING ON-CALL SERVICES FOR AN INITIAL TERM OF THREE YEARS WITH TWO OPTIONAL ONE-YEAR TERMS PER CONSULTANT.

ISSUE:

Approve twenty-seven (27) Master Professional Consultant Services Agreements in an amount not to exceed \$1,000,000 per consultant and approve five (5) Professional Consultant Services Agreements in an amount not to exceed \$5,000,000 per consultant, to provide various engineering on-call services for a three-year period with the option of two additional one-year terms per consultant.

RECOMMENDATIONS:

That the City Council:

1. Approve the Master Professional Consultant Services Agreements with twenty-seven (27) consultants for various engineering on-call services, in an amount not to exceed \$1,000,000 per consultant, for an initial term of three years, and two optional one-year term extensions;
2. Authorize the City Manager, or designee, to execute the twenty-seven (27) Master Professional Consultant Services Agreements;
3. Authorize the City Manager, or designee, to execute Supplemental Agreements in an amount up to \$250,000 per project under the terms of the Master Professional Consultant Services Agreement;
4. Approve the Professional Consultant Services Agreements with five (5) consultants, in an amount not to exceed \$5,000,000 per consultant, for an initial term of three years, and two optional one-year term extensions; and
5. Authorize the City Manager, or designee, to execute the five (5) Professional Services Agreements.

BACKGROUND:

The Public Works Department (Public Works) has utilized consultant panels in the past to provide on-call engineering services to assist the City with completing projects. On July 14, 2009, the City Council approved Master Professional Services Agreements with 28 consulting firms to assist Public Works with various capital improvement projects (CIP) on an as-needed basis through December 31, 2011.

On March 5, 2019, the City Council approved Master Professional Consultant Services Agreements with 35 firms to provide various on-call engineering services for Public Works CIP projects, with an initial term of three years through December 31, 2021, and two optional one-year extensions.

DISCUSSION:

On December 20, 2023, Request For Qualification No. 2336 (RFQ 2336) was posted on PlanetBids seeking qualified consultants to establish a panel of professional consulting services for various disciplines including, Civil Engineering Design; Traffic Engineering; Surveying; Land Development Document Review; Environmental; Geotechnical Engineering; and Geotechnical Sampling and Laboratory Testing. The on-call consulting services to be provided include, but are not limited to, the following:

A. Civil Engineering Design.

- Provide design and/or support services for street widening, pavement rehabilitation, pavement reconstruction, median construction, ADA compliance, new sidewalk, and miscellaneous concrete repair work.
- Provide design and/or support services for local & master drainage plan (MDP) storm drain pipeline/ancillary structures, open channels, culverts, detention/retention basin, storm drain pump station, rehabilitation of existing storm drainpipes and ancillary structures and pump station, preparation of hydrology/hydraulic studies, WQMP, and SWPPP work. (Design of MDP storm drain project shall be followed by RCFC & WCD criteria and design/drafting standards)
- Provide design and/or support services for the implementation of quiet zone infrastructure and devices at railroad crossings.
- Provide design and/or support services for structural retaining walls, soil stabilization retaining structures, construction shoring, and other structural related work.

B. Traffic Engineering

- Provide design and/or support services for establishment of new and/or modified Traffic Signal Plans including signal phasing diagrams, equipment schedule, conductor tables, and compliance to current standards.
- Prepare Traffic Impact Studies to determine Level of Services (LOS) operations, and / or Vehicle Miles Traveled (VMT) Analysis for existing and future scenarios, roadway volume to capacity ratio analysis, queuing analysis, identify improvements to mitigate impacts, and comply with current traffic study guidelines and mandatory state / regional requirements.

- Provide design and/or support services for Traffic Control Plans including lane closures, roadway closures, detours, temporary signage / striping, turn restrictions, flaggers, and compliance to current standards.
- Provide design and/or support services for Signing and Striping Plans including pavement markings, traffic signage, loop detectors, quantities, legend details, and compliance to current standards.
- Provide design and / or support services for Traffic Signal Interconnect System Plans (hardwire, wireless or fiber optic cable) including pull boxes, conduits, fiber pairs and fiber port assignments, redundancy, communication switches.
- Provide design and / or support services for Traffic Signal Timing Plans including phasing splits, cycle lengths, offsets, walk times and flashing don't walk time calculations, bicycle timing, basic timings (green, yellow, red times), and compliance to current standards.

C. Environmental

- Prepare Initial Study documents
- Prepare environmental documents and technical studies in accordance with the California Environmental Quality Act (CEQA).
- Prepare environmental documents and technical studies in accordance with the National Environmental Policy Agency (NEPA).
- Provide environmental monitoring services during construction.
- Conduct and document environmental site assessments.

D. Geotechnical Engineering

- Perform geotechnical investigation to include site evaluation and slope stability analysis.
- Prepare geotechnical studies and seismic analysis.

E. Survey

- Collect existing ground elevation and topographic features.
- Provide targets for aerial surveys.
- Provide construction staking for Public Works' capital improvement projects.
- Tie out existing monuments and re-establish monuments before and after construction.
- Prepare legal descriptions and accompanying plats for easements, right-of-way acquisition, and right-of-way dedication.

F. Land Development Document Review for Private Development Projects

- Provide technical review as part of the plan checking and permitting process of grading plans, preliminary WQMP's and Hydrology/Hydraulic Reports (entitlement phase), final WQMPs and Hydrology/ Hydraulic Reports (post-entitlement) and engineering plans for the construction of street, storm drain and sewer improvements to ensure compliance with the City municipal code. Review plan preparation criteria, project specific conditions of approval and entitlement documentation, as well as City, County and State design standards, codes, and overall compliance with general engineering practices.

G. Geotechnical Sampling and Laboratory Testing for City Construction and Design Projects

- Consultants shall provide sampling and laboratory testing services within 24-hour notice by the City.
- The geotechnical consultants shall provide soils inspection, compaction testing, and materials testing services to include field and laboratory testing of materials to serve as quality assurance on construction and design projects in accordance with project contract documents and applicable ICC, CBC, ASTM, ACI, AASHTO, AWS standards, codes, City ordinances, regulations, laws, and common industry practices.

A Consultant Services Panel will be created consisting of five consultants per discipline. These Consultant Services Panels will augment City staff by providing engineering services on an as-needed basis. For larger and more complex projects, typically projects with an engineer's estimated project value over \$250,000, staff would use the City's standard formal bidding process.

A Master Professional Consulting Services Agreement (Master Agreement) will be executed for all disciplines, excluding Geotechnical Sampling and Laboratory Testing. Public Works will directly solicit proposals for individual projects from all consultants with an active Master Agreement within their respective disciplines. A Public Works review panel will select the best proposal based on project approach, strength of the proposed project team, cost, and schedule. The Public Works Department will then negotiate a project cost and execute a Supplemental Agreement with the selected firm for each potential project.

A Professional Consulting Services Agreement (PCSA) will be executed for the Geotechnical Sampling and Laboratory Testing discipline. These consultants shall provide the services based on the costs included in the PCSA. Due to the immediate need for the services being requested to support the construction and design work, these services must be provided in a timely manner specified per the predetermined negotiated costs.

Upon releasing RFQ 2336, a total of 926 City of Riverside vendors were notified. There was a total of four (4) addenda released, 56 questions were responded to, and the City did not host a pre-proposal meeting. On January 31, 2024, sixty-two (62) proposals were submitted in response to RFQ 2336. Consultants were allowed to submit proposals inclusive of multiple disciplines, if the consultant qualified for more than one discipline. An evaluation committee comprised of three City staff members were assigned to evaluate all responsive proposals for each discipline to essentially select a panel of five (5) consultants per discipline. Given the quantity of responsive proposals received, the evaluation and final tabulation process took approximately ninety (90) days to complete. Upon review of the final evaluation results (see Attachment 1), thirty-one (31) consultants were deemed the most qualified to provide the services for all requested work and are shown below in addition to their inclusion in Attachment 2.

Rank #	A. Civil Engineering Services	Score	Rank #	B. Traffic Engineering	Score
1	IDS Group, Inc.	925.33	1	Advantec Consulting Engineers, Inc.	932.17
2	Kimley-Horn and Associates, Inc.	923.83	2	Iteris, Inc.	906.00
3	Proactive Engineering Consultants	921.17	3	AGA Engineers, Inc.	896.67
4	HR Green Pacific, Inc. ¹	916.33	4	Urban Crossroads, Inc.	884.17
5	TKE Engineering, Inc. ¹	901.33	5	STC Traffic, Inc.	880.67

Rank #	C. Environmental Services	Score
1	LSA Associates, Inc.	948.33
2	EPD Solutions, Inc.	899.17
3	Michael Baker International, Inc.	889.33
4	Psomas ¹	885.00
5	Terracon Consultants. Inc.	883.67

Rank #	D. GeoTechnical Engineering	Score
1	Earth Systems Pacific	918.67
2	Twining, Inc.	902.67
3	The Converse Professional Group ²	901.00
4	Earth Mechanics, Inc.	895.33
5	Geocon West, Inc.	893.50

Rank #	E. GeoTechnical Sampling/Testing	Score
1	The Converse Professional Group ²	808.01
2	Geotek, Inc.	798.56
3	Aragon Geotechnical, Inc.	791.13
4	Leighton Consulting, Inc.	777.15
5	Atlas Technical Consultants, LLC	767.81

Rank #	F. Land Surveying	Score
1	Towill, Inc.	932.00
2	Psomas ¹	922.67
3	Westland Group, Inc.	891.83
4	Akison Engineers Inc.	890.33
5	VanLen Consultants	880.67

Rank #	G. Land Development Document Review	Score
1	CASC Engineering and Consulting	956.67
1	HR Green Pacific, Inc. ¹	956.67
3	Hicks & Hartwick, Inc.	946.67
4	RRG, Inc.	933.33
5	TKE Engineering, Inc. ¹	928.33

Footnotes

- (1) Consultant selected to provide services for two disciplines under one Master Agreement.
- (2) Consultant selected to provide services separately under a Master Agreement and a PCSA.

Purchasing Resolution 24101 Section 508 states, “Contract procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, 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 Proposals or Request for Qualifications...”

The Purchasing Manager concurs that the recommended action to award complies with Purchasing Resolution 24101.

STRATEGIC PLAN ALIGNMENT:

This Project aligns with **Strategic Priority 6 – Infrastructure, Mobility, and Connectivity** and **Goal No. 6.2** – Maintain, protect, and improve assets and infrastructure within the City’s built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

The Project further aligns with each of the following Cross-Cutting Threads:

1. **Community Trust** – The proposed agreements will augment City staff as part of a more significant endeavor to improve the City’s infrastructure and quality of life for residents and

visitors.

2. **Equity** –Public Works strives to improve the City' s infrastructure to provide safe and reliable facilities for all areas of the City.
3. **Fiscal Responsibility** –Public Works responsibly manages a variety of funding sources to complete projects and manage processes for the City. Contracts are always awarded to the most qualified entity at the most reasonable cost feasible.
4. **Innovation** – City infrastructure is completed utilizing the most state-of-the-art methods and materials feasible.
5. **Sustainability & Resiliency** –The materials specified for the construction of City infrastructure are considered best practices in the industry.

FISCAL IMPACT:

The amount of each Master Agreement shall not exceed \$1,000,000 per consultant over the agreement term with no single Supplemental Agreement exceeding \$250,000. The amount of each Professional Consultant Service Agreement shall not exceed \$5,000,000 over the agreement term. Costs associated with these services will be on a project-by-project basis, funded through the associated Public Works project accounts within the Capital Improvement Project adopted budget on an as-needed basis.

Prepared by:	Ed Lara, Principal Engineer
Approved by:	Gilbert Hernandez, Public Works Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments:

1. Master Professional Consultant Services Agreement Template
2. Bid Award Recommendation
3. Selected Consultant Panel List