



Staff Report

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**File #:** 23-0971

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 12/06/2023

**TO:** Honorable Mayor and City Council Members

**FROM:** Public Works Department

**SUBJECT:**

PROFESSIONAL SERVICES AGREEMENT WITH INFRASTRUCTURE MANAGEMENT SERVICES FOR THE 2023/24 SIDEWALKS, CURB RAMPS, AND CURBS AND GUTTERS ASSESSMENT PROJECT

**EXECUTIVE SUMMARY:**

This staff report asks the City Council to approve a Professional Services Agreement with Infrastructure Management Services (IMS) in the amount of \$303,595 for the assessment services needed for the Americans with Disabilities Act and Transition Plan. This project will include inspections and the development of a detailed program for maintaining, repairing, and meeting Americans with Disabilities Act Guidelines and Standards of all citywide sidewalks, curb ramps, and curbs and gutters. The program will also provide the City with recommended repairs, maintenance, and estimated costs for completing this work.

**RECOMMENDED ACTION:**

**That the City Council:**

- a. Award Request for Proposal 24-025AT to Infrastructure Management Services for the assessment of sidewalks, curb ramps, and curbs and gutters throughout the City.
- b. Approve the Professional Services Agreement with Infrastructure Management Services for a term from, December 06, 2023, to June 30, 2025, in the amount of \$303,595, with the option to extend the term of this agreement one or more times by executing a written amendment and waive any and all minor irregularities in the proposal.
- c. Authorize the City Manager, or his designee, to issue a purchase order in the amount of \$303,595 to Infrastructure Management Services.
- d. Authorize the City Manager, or his designee, to execute the Professional Services Agreement

with Infrastructure Management Services in the amount of \$303,595, including any non-substantive extensions, change orders, purchase orders, and amendments up to the amount authorized in Corona Municipal Code Section [3.08.070\(I\)](#), which is equivalent to 10% or \$30,360.

- e. Authorize an appropriation in the amount of \$114,315 from the Measure X Fund 120 to the ADA Self Evaluation and Transition Plan Update Operating and Maintenance Project No. 77350.

**BACKGROUND & HISTORY:**

The City of Corona is approximately 40 square miles and maintains over 700 miles of sidewalks, curb ramps, and curbs and gutters. Corona’s Sidewalk Inspection and Minor Repair Program Administrative Policy requires an assessment of all sidewalks city-wide to be performed every five (5) years to identify, prioritize, and budget for repairs of lifted or broken sidewalks, curb ramps, curbs, and gutters. Furthermore, the City performs routine inspections to ensure that all sidewalks, curb ramps, curbs, and gutters meet ADA Guidelines and Standards and continue to be safe and in serviceable condition for the public.

The City of Corona also has a long-standing commitment to disability access through its Americans with Disabilities Act (ADA) Transition Plan. In the plan, various locations throughout the City are identified for ADA improvements. These locations were identified as part of a past assessment completed in 2016 by Nichols Consulting Engineers, Chtd (NCE).

The City is currently working to update its ADA Transition Plan. This includes completing an updated inventory of all sidewalks, curb ramps, and curbs and gutters within the City. This will help the City identify, prioritize, and budget for repairs of sidewalks, curb ramps, curbs, and gutters. The project will begin with inspections of all sidewalks, curb ramps, curbs, and gutters city-wide. After completion of the inspections, a detailed program will be developed consisting of the recommended maintenance activities or repairs needed to keep these roadway assets safe, in serviceable condition, and meet ADA Guidelines and Standards. The detailed program will also categorize the repairs and deficiencies of their safety hazard, urgency, and impacts to the public.

The completion of this project will also provide an updated inventory of the mentioned assets to be included into the City’s GIS database and managed to help extend the life of the existing sidewalks, curb ramps, curbs and gutters, and provide safe infrastructure for the public.

**ANALYSIS:**

On September 19, 2023, Request for Proposal (RFP) 24-025AT for assessment of sidewalk, curb ramps, and curbs and gutters was posted on the City of Corona bid platform, Planet Bids, pursuant to Corona Municipal Code Section CMC Section [3.08.070](#) Bidding requirements. A total of six hundred and eleven (611) registered City of Corona prospective bidders were notified. On October 24, 2023, five (5) proposals were received through the Planet Bids bidding service. The five proposals were evaluated by a panel of City staff based upon the evaluation criteria, which included completeness of response, qualifications of the firm, qualifications of the personnel, and the work plan and project understanding and approach. Based upon the evaluation, the proposals were ranked as follows:

Firm	Location	Evaluation Ranking
IMS	Tempe, AZ	1
NCE	Fountain Valley, CA	2
Citian	Washington, DC	3
Evairi GIS	San Diego, CA	4
Bowman	Brea, CA	5

Based on the proposal scoring analysis, it was determined that Infrastructure Management Services possesses the skills, experience, and staffing necessary to execute the scope of work successfully. Infrastructure Management Service’s original proposal amount was \$416,280. After negotiations, the consultant was able to reduce their proposed scope and fees by 27%, from \$416,280 to \$303,595. Staff recommends awarding a contract to Infrastructure Management Services for the assessment of sidewalks, curb ramps, and curbs and gutters throughout the City. Funding for this project also includes \$30,360, or 10% of the original contract, for project management costs.

**FINANCIAL IMPACT:**

Partial funding in the amount of \$250,000 is currently available in the Fiscal Year 2024 ADA Self Evaluation and Transition Plan Update Operating and Maintenance Project No. 77350. Approval of the recommended actions will result in an appropriation in the amount of \$114,315 from the Measure X Fund 120 to the ADA Self Evaluation and Transition Plan Update Operating and Maintenance Project No. 77350. The total cost for the project is outlined as follows:

Assessment (Infrastructure Management Services).....	\$303,595
Project Management (10%) .....	\$30,360
Contingency (10%) .....	\$30,360
<b>Total Project Cost .....</b>	<b>\$364,315</b>

Funding Source	Amount
Measure X Fund (120) - approved budget amount	\$250,000
Measure X Fund (120) - additional appropriation	\$114,315
<b>Total</b>	<b>\$364,315</b>

**ENVIRONMENTAL ANALYSIS:**

These actions are exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. These actions approve a professional services agreement with IMS for the assessment of the a citywide sidewalk, curb ramps, and curb and gutter, and associated actions to procure the contract, and there is no possibility that these actions will have a significant effect on the environment. Therefore, no environmental analysis is required.

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**PREPARED BY:** DAVID SIERRA, ASSISTANT PROJECT MANAGER

**REVIEWED BY:** SAVAT KHAMPHOU, PUBLIC WORKS DIRECTOR

**Attachments:**

1. Exhibit 1 - Professional Services Agreement