



Agenda Report

File #: 19-0572

**AGENDA REPORT
REQUEST FOR CITY COUNCIL AND
CORONA UTILITY AUTHORITY ACTION**

DATE: 06/19/2019

TO: Honorable Mayor and City Council Members
Honorable President and Board Members

FROM: Public Works Department
Department of Water and Power

SUBJECT:

City Council and Corona Utility Authority consideration of Request for Proposals 19-016CA for multiple yearly purchase orders for On-Call Engineering and Professional Consulting Services Contracts.

RECOMMENDED ACTION:

That the:

1. City Council award Request for Proposals No. 19-016CA for On-Call Engineering and Professional Consulting Services Contracts to the firms identified in Exhibit "B" for the not-to-exceed amounts noted therein.
2. City Council authorize the City Manager, or his designee, to execute Professional Services Agreements with the firms identified in Exhibit "B" for the not to exceed amounts noted therein and approve necessary change orders or amendments up to the amount provided by Corona Municipal Code Section 3.08.070 (I).
3. City Council authorize the Purchasing Agent to issue purchase orders to the firms identified in Exhibit "B" for the not to exceed amounts noted therein.
4. City Council authorize the City Manager, or his designee, to execute one additional three-year (3) agreement amendment to the above-mentioned Professional Services Agreements for subsequent fiscal years in amounts not-to-exceed the amounts noted in Exhibit "B" per year, per agreement, and to approve necessary change orders and/or amendments up to the amount provided by Corona Municipal Code Section 3.08.070(I), as shown on Exhibit "C."

5. Corona Utility Authority (CUA) review, ratify, and to the extent necessary, direct that the City Council take the above actions.

ANALYSIS:

The City of Corona Public Works Department and Department of Water and Power utilize various professional services during the planning and design of Capital Improvement Projects. For large capital projects, specifications are developed, and the project bid is conducted for the whole project. However, for smaller projects, existing on-call contracts with consultants are utilized in order to quickly and efficiently complete these smaller-scale projects. Previously, City Council awarded on-call contracts for this purpose on October 1, 2014, from RFP DWP 14-125CA. These contracts will expire by June 30, 2019; City staff prepared the appropriate scopes of work for the services desired in order to procure contracts for the coming fiscal year.

On November 16, 2018, Request for Proposal (RFP) 19-016CA for On-Call Engineering and Professional Consulting Services Contracts was formally advertised in the Sentinel Weekly News. RFP 19-016CA was subsequently posted on the City of Corona website on November 20, 2018, and was e-mailed to firms currently doing business with the City of Corona in these disciplines. RFP 19-016CA requested proposals from qualified consultants in 27 different professional disciplines outlined in the Scope of Work. Participants submitted proposals for any combination of the 27 disciplines listed in the scope of work. A total of 209 proposals were received by the due date and time of December 20, 2018, at 2:00 p.m. from 84 potential consulting firms. Four firms missed the deadline, and their respective proposals were not accepted or evaluated during this process. One firm had Occupational Safety and Health Administration (OSHA) violations, which made them ineligible in the Category M - Construction Management and Support and in Category O - Construction Inspection Services. In the Category I - Electrical Engineering, no awards are being made because the consultants, while competent firms, did not display the desired area of expertise. In the Category W - Radio Tower Engineering Services, no proposals were received. Therefore, a subsequent bid process will be conducted to procure these services and will be brought back before the City Council following the appropriate process. In addition, there was a delay in the award process due to the incorporation of additional terms and conditions in the City's model agreements as recommended by the City Attorney. The additional terms and conditions were the direct result of communications between the California Department of Industrial Relations and the City. The new language addresses prevailing wages, payment bonds and apprenticeship requirements, when applicable. No bid protests have been received.

Proposals were evaluated by a team of three staff members for each discipline. Firms were evaluated based upon their ability to provide the services specified in the Scope of Work based on the following criteria:

- **Qualifications of Firm - 10%:** Evaluation of the overall strength and stability of the firm, its competence and experience in providing similar services to those requested in the Scope of Work, and the adequacy of the firm's staff to provide the services.
- **Qualifications of Personnel - 30%:** The identification and qualifications of the staff that will be performing the work, including their education, technical competence and experience in performing similar work. This includes the anticipated level of involvement in the performance of work and an organizational diagram to indicate the organization of the consultant's team.
- **Related Experience - 30%:** This includes assessing the experience the firm had in working

on projects similar to the services requested, as well as the experience working with public agencies.

- **Completeness of Response - 10%:** Ensuring all required documents, certifications, licenses and requested information were included, as well as noting of any exceptions to the RFP requirements.
- **Feasibility of Oversight - 10%:** Evaluation of the proximity and accessibility to City staff and project sites, and the ability to respond to City requests.
- **Reasonableness of Cost and Price - 10%:** This included a mathematical comparison of billable hourly rates for like positions within each firm.

A summary of all proposals received, including individual reviewer and total scores, has been provided in Exhibit "A." After evaluation, staff recommends award to the 54 professional consulting firms listed in Exhibit "B." Staff has evaluated the current needs for each service and determined the agreement amount necessary for Fiscal Year 2019-20. The agreement amounts, per discipline, recommended for award range from \$125,000 to \$750,000.

Individual release purchase orders will be issued to the awarded consultants based on specific task-related Scope of Work to ensure that cost, timelines, and operational issues are properly considered when assigning work under the on-call agreements. Award of RFP 19-016CA would not obligate the City in any financial way, except to allow for the ability to utilize the requested services on an as-needed basis, nor would it prohibit the City from issuing independent competitive RFPs for services that may or may not be covered under this award.

COMMITTEE ACTION:

Not applicable.

STRATEGIC PLAN:

Not applicable.

FISCAL IMPACT:

Funding for these as-needed services will be included in the Proposed Fiscal Year 2019-20 Operating and Capital budgets. Staff will recommend appropriate amounts in future budget years to provide for these services as needed.

ENVIRONMENTAL ANALYSIS:

This action is 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 general rule 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. This action merely approves agreements for on-call engineering and professional services contracts, and there is no possibility that approving these agreements will have a significant effect on the environment. As each individual project is designed, it will go through the CEQA process. Therefore, no environmental analysis is required.

PREPARED BY: TRACY MARTIN, UTILITIES PROJECT MANAGER

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REVIEWED BY: VERNON R. WEISMAN, P.E., DISTRICT ENGINEER

REVIEWED BY: TOM KOPER, P.E., ASSISTANT PUBLIC WORKS DIRECTOR

REVIEWED BY: NELSON D. NELSON, P.E., PUBLIC WORKS DIRECTOR

REVIEWED BY: TOM MOODY, GENERAL MANAGER

REVIEWED BY: KIM SITTON, FINANCE MANAGER

REVIEWED BY: CITA LONGSWORTH, PURCHASING MANAGER

REVIEWED BY: KERRY D. EDEN, ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES DIRECTOR

REVIEWED BY: MICHELE NISSEN, ASSISTANT CITY MANAGER

SUBMITTED BY: MITCHELL LANSDALL, ACTING CITY MANAGER & EXECUTIVE DIRECTOR

Attachments:

1. Exhibit "A" - RFP 19-016CA On-Call Engineering and Professional Services Contracts Scoring Summary
2. Exhibit "B" - RFP 19-016CA On-Call Engineering and Professional Services Contracts Award Summary by Consultant
3. Exhibit "C" - Corona Municipal Code - Section 3.08.070
4. Proposals Hyperlink [RFP 19-016CA - Proposals](https://www.coronaca.gov/Home/Components/RFP/RFP/1212/28)
<<https://www.coronaca.gov/Home/Components/RFP/RFP/1212/28>>
5. Agreements Hyperlink [RFP 19-016CA - Agreements](https://www.coronaca.gov/Home/Components/RFP/RFP/1212/28)
<<https://www.coronaca.gov/Home/Components/RFP/RFP/1212/28>>