



Staff Report

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**File #:** 24-0361

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**REQUEST FOR CITY COUNCIL ACTION**

**DATE:** 05/01/2024

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

**FROM:** Public Works Department

**SUBJECT:**

PROFESSIONAL SERVICES AGREEMENT WITH J. SMITH & T. MULI, INC. TO PREPARE A STORM DRAIN AND STORMWATER MANAGEMENT MASTER PLAN UPDATE

**EXECUTIVE SUMMARY:**

This staff report asks the City Council to approve the Professional Services Agreement with J. Smith & T. Muli, Inc. in the amount of \$699,011 to prepare a Storm Drain and Stormwater Management Master Plan Update for the City of Corona. The goals for this planning document are to serve as a basis for scheduling, prioritizing, building, operating, maintaining in a state of good repair, budgeting, and funding existing and future stormwater management infrastructure.

**RECOMMENDED ACTION:**

**That the City Council:**

- a. Approve the Professional Services Agreement with J. Smith & T. Muli, Inc. for engineering services for a term of approximately two years, May 1, 2024, through June 30, 2026, in the amount of \$699,011, and waive any and all minor irregularities in the proposal.
- b. Award Request for Proposal 24-052AS to J. Smith & T. Muli, Inc. to prepare a Storm Drain and Stormwater Management Master Plan Update.
- c. Authorize the City Manager, or his designee, to execute the Professional Services Agreement with J. Smith & T. Muli, Inc. in the amount of \$699,011, 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 \$69,901.
- d. Authorize an appropriation in the amount of \$600,000 to the Drainage Master Plan Update Operating and Maintenance Project No. 77390 from the Drainage Fee Fund 212.

**BACKGROUND & HISTORY:**

The Master Plan of Drainage (now titled Storm Drain and Stormwater Management Master Plan) document is utilized as a planning tool for managing the City’s storm drain system network. In the 2003 Master Plan of Drainage, the report identified storm drain system deficiencies, provided for an updated facility improvement list, and established the current Master Plan of Drainage fees. Since the 2003 update, land development activity has resulted in changes to drainage areas and an update to the report is warranted. The objective of this update is to provide a current assessment of the City’s storm drain network, identify, and prioritize areas of capacity improvements, develop the basis for updated impact fees related to future development, and ensure the plan is aligned with the new Municipal Separate Storm Sewer System (MS4) Permit.

**ANALYSIS:**

Request For Proposals (RFP) 24-052AS for engineering services to prepare the Storm Drain and Stormwater Management Master Plan Update for the City was posted on the City of Corona’s bidding portal, PlanetBids on December 28, 2023, pursuant to Corona Municipal Code Section [3.08.110](#) Non-public projects formal bidding procedure. On February 13, 2024, five (5) proposals were received through the PlanetBids bidding service.

The following is a summary of the proposal evaluation results:

<b>Firm</b>	<b>Location</b>	<b>Evaluation Ranking</b>
1   J. Smith & T. Muli, Inc.	San Juan Capistrano	1
2   BKF Engineers	Newport Beach	2
3   Craftwater Engineering, Inc.	San Diego	3
4   Carollo Engineers, Inc.	Riverside	4
5   Sherwood Design Engineers	Los Angeles	5

The primary factors in the evaluation analysis were the qualifications of the firm’s personnel, experience with similar work, work plan, and project understanding and approach presented in the proposals. Staff recommends that the top firm, J. Smith & T. Muli, Inc., be retained to perform the engineering services. Based on the proposal evaluation analysis, J. Smith & T. Muli, Inc.’s team possesses the skills and experience necessary to execute the scope of work for the project successfully.

**FINANCIAL IMPACT:**

Partial funding in the amount of \$242,000 is available in the Drainage Master Plan Update Operating and Maintenance Project No. 77390 within the Drainage Fee Fund 212. Additional funding in the amount of \$600,000 is requested to award the Professional Services Agreement to J. Smith & T. Muli, Inc., and for contingency as well as staff support. Approval of the recommended actions will result in an appropriation in the amount of \$600,000 from the Drainage Fee Fund 212 to the Drainage Master Plan Update Operating and Maintenance Project No. 77390. There is sufficient fund balance for the recommended actions.

The estimated cost for the master plan update is outlined as follow:

Consultant.....	\$699,011
Contingency.....	\$69,901
Staff Support.....	\$70,000
<b>Total Costs .....</b>	<b>\$838,912</b>

**ENVIRONMENTAL ANALYSIS:**

These actions are exempt from the California Environmental Quality Action (CEQA), as the actions are not a "project" as defined by CEQA, PRC Section 21065, and CEQA Guidelines Section 15378, guidelines which define a "project" as the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or reasonable foreseeable indirect physical change in the environment, and that is an activity directly undertaken by any public agency including public works construction and related activities. These actions involve the approval of a professional services agreement. Therefore, no environmental analysis is required at this time.

**PREPARED BY:** FREDY CASTILLO, PROJECT MANAGER

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

**Attachments:**

1. Exhibit 1 - Professional Services Agreement