



Staff Report

File #: 23-0567

REQUEST FOR CITY COUNCIL ACTION

DATE: 08/16/2023

TO: Honorable Mayor and City Council Members

FROM: Planning and Development Department

SUBJECT:

PROFESSIONAL SERVICES AGREEMENTS PURSUANT TO REQUEST FOR PROPOSAL 23-069AT FOR ON-CALL SERVICES WITHIN THE PLANNING AND DEVELOPMENT DEPARTMENT FOR PROJECT MANAGEMENT, PLAN CHECK, ELECTRICAL UTILITY PLAN CHECK AND INSPECTION AND CONSTRUCTION INSPECTION SERVICES

EXECUTIVE SUMMARY:

This staff report asks the City Council to award Professional Services Agreements to various consultants from Request for Proposals 23-069AT in four professional services categories: Project Management, Plan Check, Electrical Utility Plan Check and Inspection and Construction Inspection. The consultants would provide on-call, as-needed professional services to the Planning and Development Department. This request will allow the department to establish a list of qualified consultants that can be called upon to provide these services required by the City for various construction projects. The initial term of the Professional Services Agreements would be July 1, 2023 through June 30, 2025.

RECOMMENDED ACTION:

That the City Council:

- a. Award Professional Services Agreements to the following consultants pursuant to Request For Proposal 23-069AT:
 - i. Bureau Veritas North America and Willdan Engineering for on-call, as-needed Electrical Utility Plan Check and Inspection in the amount of \$200,000 per vendor per fiscal year with an initial award period of July 1, 2023 through June 30, 2025.
 - ii. Project Partners, Willdan Engineering, Freedom Support, HR Green Pacific, Ladayu Consulting Group, Moote Companies LLC for on-call, as-needed Project Management Services in the amount of \$400,000 per vendor per fiscal year with an initial award

period of July 1, 2023 through June 30, 2025.

- iii. Bowman Infrastructure Engineers LTD, Interwest Consulting Group, Pettit, Ladayu Consulting Group, Project Partners, Freedom Support Services LLC, Hicks & Hartwick, HR Green Pacific, Valued Engineers for on-call, as-needed Plan Check Services in the amount of \$300,000 per vendor per fiscal year with an initial award period of July 1, 2023 through June 30, 2025.
- iv. Albert A. Webb Associates for on-call, as-needed Construction Inspection Services in the amount of \$500,000 per fiscal year with an initial award period of July 1, 2023 through June 30, 2025.
- v. Anser Advisory LLC for on-call, as-needed Construction Inspection Services in the amount of \$1,000,000 per fiscal year with an initial award period of July 1, 2023 through June 30, 2025.

- b. Authorize the City Manager, or his designee, to execute the Professional Services Agreements and to extend the agreements for additional two, two-year periods expiring June 30, 2029.
- c. Authorize the City Manager, or his designee, to negotiate and execute any amendments to these agreements which are non-substantive and change orders up to 10% for each agreement as authorized in [Corona Municipal Code Section 3.08.070\(I\)](#).
- d. Authorize the City Manager, or his designee, to issue annual Purchase Orders to said consultants in the amounts specified in the Professional Services Agreements.

BACKGROUND & HISTORY:

The Planning and Development Department uses qualified consultants to provide supplemental staffing for field inspections, project management, plan check services, and electrical utility plan checks and inspections. The selected consultants provide specialized and experienced personnel who are capable of assisting the City with project management, construction management, and inspection services associated with capital improvement projects, land development, and new infrastructure for utilities. Consultant plan check services also include specialized reviews involving land surveys, civil and structural engineering plans, and technical studies that include but are not limited to sewer capacity, water supply assessments, and geotechnical analysis.

ANALYSIS:

The Purchasing Division issued Request for Proposal (RFP) No. 23-069AT on April 26, 2023, pursuant to [Corona Municipal Code \(CMC\) 3.08.110](#). The deadline to submit a proposal to the City was June 5, 2023. The following table identifies the outreach and responses to the RFP.

# of Prospective Vendors Notified	# of Prospective Bidders	# of Qualified Proposals
304	103	14

Evaluation Criteria

The proposals were evaluated by a panel of City staff with the top consultants selected to be placed on the City’s qualified consultant list. The evaluations were based on the following criteria.

1. Qualifications of Firm (25%)
2. Qualifications of Personnel (20%)
3. Related Experience (25%)
4. Completeness of Response (5%)
5. Reasonableness of Cost and Price (25%)

The 14 firms that have been selected by staff ranked the highest in this competitive evaluation and are able to provide the staffing on demand to meet the City’s required service needs. The initial term of each agreement is for two years starting July 1, 2023, through June 30, 2025. The agreements include two, optional two-year extensions upon the expiration of the initial two years, which would allow the agreements to end on June 30th, 2029.

The following table identifies the professional services to be provided by each selected consultant and the amount of each contracted service.

Consultant	Project Management	Plan Check	Electric Utility Plan Check & Inspection	Construction Inspection
Albert Webb	--	--	--	\$500,000
Anser Advisory (Wallace & Associates)	--	--	--	\$1,000,000
Bureau Veritas	--	--	\$200,000	--
Freedom Support	\$400,000	\$300,000	--	--
Hicks & Hardwick	--	\$300,000	--	--
HR Green Pacific	\$400,000	\$300,000	--	--
Infrastructure Engineers	--	\$300,000	--	--
Interwest Consulting	--	\$300,000	--	--
Ladayu Consulting	\$400,000	\$300,000	--	--
Moote Companies	\$400,000	--	--	--
Pettit	--	\$300,000	--	--
Project Partners	\$400,000	\$300,000	--	--

Valued Engineers	--	\$300,000	--	--
Willdan Engineering	\$400,000	--	\$200,000	Provides service per existing Professional Services Agreement (March 15, 2023 through June 30, 2025)

The Department’s Construction Inspection Division, which is responsible for inspecting public works improvements has experienced extended vacancies in full-time, budgeted positions and has been actively recruiting to fill four positions since December 2021. Unfortunately, few qualified candidates have applied, and the candidates that were selected ultimately declined employment offers.

The department currently uses Wallace & Associates DBA Anser Advisory to provide specialized, qualified consultants who are familiar with the City’s construction projects, which include capital improvement projects, sewer, domestic water, and reclaimed water. Due to the firm’s availability to provide qualified staff on-demand, Wallace and Associates performs most of the field inspections for the City. As such, the department is requesting an amount of \$1,000,000 in the Professional Services Agreement due to the supplemental staffing currently being provided by this firm. The City’s current Professional Services Agreement with Wallace & Associates will expire on September 30, 2023.

FINANCIAL IMPACT:

Funding for the recommended actions is included in the Adopted Fiscal Year 2024 Planning and Development Department Operating Budget. Funding in future fiscal years will be recommended through the budget process. Costs incurred for private development projects overseen by Planning and Development are reimbursed by inspection fees and deposit agreements paid by project proponents.

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 commonsense 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. This action is simply to approve professional service agreements for various consultant services associated with the city’s daily operations, and there is no possibility that it will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: CINDY WARD, EXECUTIVE ASSISTANT

REVIEWED BY: JOANNE COLETTA, PLANNING AND DEVELOPMENT DIRECTOR

Attachments:

- 1. Exhibit 1 -Professional Services Agreement with Bureau Veritas North America
- 2. Exhibit 2 - Professional Services Agreement with Willdan Engineering

3. Exhibit 3 - Professional Services Agreement with Project Partners
4. Exhibit 4 - Professional Services Agreement with Freedom Support Services LLC
5. Exhibit 5 - Professional Services Agreement with HR Green Pacific
6. Exhibit 6 - Professional Services Agreement with Ladayu Consulting Group
7. Exhibit 7 - Professional Services Agreement with Moote Companies LLC
8. Exhibit 8 - Professional Services Agreement with Bowman Infrastructure Engineers LDT
9. Exhibit 9 - Professional Services Agreement with Interwest Consulting Group
10. Exhibit 10 - Professional Services Agreement with Pettit
11. Exhibit 11 - Professional Services Agreement with Hicks & Hartwick
12. Exhibit 12 - Professional Services Agreement with Valued Engineers
13. Exhibit 13 - Professional Services Agreement with Albert A. Webb Associates
14. Exhibit 14 - Professional Services Agreement with Anser Advisory LLC