



## Legislation Text

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**File #:** 22-0324, **Version:** 1

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**TO:**

Honorable Mayor and Members of the City Council

**THROUGH:**

Bruce Moe, City Manager

**FROM:**

Erick Lee, Public Works Director  
Katherine Doherty, City Engineer

**SUBJECT:**

Consideration of a Resolution Approving Amendment No. 5 to the Professional Services Agreement with SA Associates for \$330,000 for Additional Project Management Consulting Services for the Engineering Division (Public Works Director Lee).

**ADOPT RESOLUTION NO. 22-0117**

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**RECOMMENDATION:**

Staff recommends that City Council approve Amendment No. 5 to the Professional Services Agreement with SA Associates for additional project management consulting services in the Engineering Division of the Public Works Department at a cost not-to-exceed \$330,000.

**FISCAL IMPLICATIONS:**

The original contract with SA Associates was executed on June 9, 2021, for \$49,900. Amendment Nos. 1, 2, and 3 for \$100,000 each were approved by City Council on July 20, 2021, October 19, 2021, and March 1, 2022, respectively. Amendment No. 4 in the amount of \$49,500 was executed on July 7, 2022. This proposed Amendment No. 5 would increase the agreement with SA Associates by \$330,000 to provide additional services for a total not to exceed amount of \$729,400. Sufficient funding for this amendment is included within the Fiscal Year 2022-2023 Budget. There are no additional fiscal implications at this time.

**BACKGROUND:**

The Engineering Division of the Public Works Department is responsible for advancing and delivering the Capital Improvement Plan budgeted projects. On June 7, 2022, the City Council approved the \$149.8 million 5-Year Capital Improvement Program (CIP) Plan, including several new projects that are included in the City Council's Work Plan and align with needs outlined by the community.

In early 2021, staff reached out to several firms to solicit proposals to provide the services of a California Registered Civil Engineer on a full-time basis for project management services due to the sudden need for project management consulting services due to staffing shortages in the Engineering Division. SA Associates offered the best-qualified personnel fitting the City's needs. The City Manager executed the original agreement on June 9, 2021. The City Council approved

Amendment Nos. 1, 2, and 3 on July 20, 2021, October 19, 2021, and March 1, 2022, respectively. Amendment No. 4 was executed on July 7, 2022.

**DISCUSSION:**

The approval of Amendment No. 5 in the amount of \$330,000 will allow the temporary consultant project manager to continue functioning in this critical role through June 2023. This will maintain progress and facilitate closeout of three important CIP projects and allow the Engineering Division to accelerate the initiation of new projects. Construction completion of all three existing projects is anticipated to be complete by June 2023. Maintaining consistent staffing during the remaining construction and closeout activities on these projects will benefit the City with potential change order or claim negotiations, completion of punchlist items, and effective agency and stakeholder coordination.

The consultant project manager will also focus on getting new projects off the ground and into the design phase by confirming scope and assisting in the preparation of Requests for Proposal documents. The projects can then be transitioned to City staff as resources are restored to normal operating levels through personnel recruitment. Additionally, maintaining this additional project manager provides a level of depth to the Engineering Division to provide backup coverage, if needed.

Maintaining momentum of the projects is crucial to meeting project delivery commitments and meeting the City Council-approved Public Works Department Work Plan.

**PUBLIC OUTREACH:**

After analysis, staff determined that public outreach was not required for this action.

**ENVIRONMENTAL REVIEW:**

The subject request is not a "project" as defined under Section 15378 of the State of California Environmental Quality Act (CEQA) Guidelines; Therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is necessary.

**LEGAL REVIEW:**

The City Attorney has approved the agreement as to form. The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

**ATTACHMENTS:**

1. Resolution No. 22-0117
2. Amendment No. 5 - SA Associates
3. Agreement and Amendment Nos. 1-4 - SA Associates