Legislation Details (With Text)

File #:	21-0187 **Version:** 1		
Type:	Consent - Staff Report	**Status:**	Agenda Ready
		In control:	City Council Regular Meeting
On agenda:	7/20/2021	**Final action:**	
Title:	Consideration of a Resolution Approving Amendment No. 1 to the Professional Services Agreement with SA Associates for $100,000 for Additional Project Management Consulting Services for the Engineering Division (Public Works Director Lee). ADOPT RESOLUTION NO. 21-0062		
Sponsors:			
Indexes:			
Code sections:			
Attachments:	1. Resolution No. 21-0062, 2. Amendment No. 1 - SA Associates, 3. Agreement - SA Associates (2021)		

Date	Ver.	Action By	Action	Result
7/20/2021	1	City Council Regular Meeting		

TO:
Honorable Mayor and Members of the City Council

THROUGH:
Bruce Moe, City Manager

FROM:
Erick Lee, Public Works Director
Prem Kumar, City Engineer

SUBJECT:
Consideration of a Resolution Approving Amendment No. 1 to the Professional Services Agreement with SA Associates for $100,000 for Additional Project Management Consulting Services for the Engineering Division (Public Works Director Lee).
ADOPT RESOLUTION NO. 21-0062

RECOMMENDATION:
Staff recommends that City Council approve Amendment No. 1 to the Professional Services Agreement with SA Associates for additional contract project management services in the Engineering Division of the Public Works Department, at a cost not-to-exceed $100,000.

FISCAL IMPLICATIONS:
The original contract amount was for $49,900 and prepared in a time sensitive manner given the sudden need for contract project management services due to staffing issues in the Engineering Division. The additional services to be rendered under Amendment No. 1 will increase the agreement amount by $100,000. Because the total agreement amount exceeds the City Manager's awarding authority per the City's purchasing policy, City Council approval of Amendment No. 1 is required. The

original agreement and Amendment No. 1 will be paid for from salary savings in the General Fund.

BACKGROUND:
The Engineering Division of the Public Works Department is responsible for advancing and delivering the Capital Improvement Plan budgeted projects. On June 15, 2021, the City Council approved the $145M 5-Year Capital Improvement Plan (CIP) budget. Due to staffing issues, there is an immediate need to hire a firm on a temporary basis to provide contract project management services.

DISCUSSION:
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. SA Associates offered the best qualified personnel fitting the City's capital project needs. On June 9, 2021, the City finalized an agreement with SA Associates to provide contract project management services for the Engineering Division. The agreement was prepared under the City Manager's approval authority with a billing rate of $165 per hour to provide the service at a not-to-exceed amount of $49,900. At this rate, at approximately 35-40 hours per week, the estimated seven and one half-week duration for services would extend through the end of July.

The approval of the $100,000 Amendment No. 1 will allow this contract project manager to continue functioning in this important role for another 14 weeks and ensure the City maintains progress implementing its water, sewer, and storm drain projects.

PUBLIC OUTREACH:
After analysis, staff determined that public outreach was not required for this issue.

ENVIROMENTAL 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 21-0062
2. Amendment No. 1 - SA Associates
3. Agreement - SA Associates (2021)