



Legislation Text

File #: 21-0305, **Version:** 1

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. 2 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. 21-0093

RECOMMENDATION:

Staff recommends that City Council approve Amendment No. 2 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 \$100,000.

FISCAL IMPLICATIONS:

The original contract amount was executed in mid-June for \$49,900 and prepared in a time sensitive manner given the sudden need for project management consulting services due to staffing shortages in the Engineering Division. Amendment No. 1 for \$100,000 was approved by City Council on July 20, 2021. This Amendment No. 2 amount of \$100,000 will be paid for from salary savings in the General Fund due to the on-going Senior Civil Engineer position vacancy in the Engineering Division. The consultant project manager is provided at a billing rate of \$165 per hour.

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 \$145 million 5-Year Capital Improvement Plan (CIP) budget. On August 3, 2021, the City Council authorized an additional \$9.7 Million funding in the CIP for the replacement of Fire Station No. 2.

Due to staffing issues the Engineering Division has encountered this fiscal year, the City hired a firm on a temporary basis to provide contract project management services. 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 need. The City Manager executed the original agreement on June 9, 2021. On July 20, 2021, the City Council approved Amendment No. 1 with SA Associates for project management

consulting services.

DISCUSSION:

In order to maintain momentum on the implementation of CIP projects, there is a need to continue the contract project management services provided by SA Associates on a temporary basis until a full-time employee can be hired.

The approval of the \$100,000 Amendment No. 2 will allow this temporary project manager to continue functioning in this important role for another 14 weeks, through January/February 2022 if needed, to maintain progress implementing the 5 Year CIP Program, including water, sewer, and storm drain projects.

The Public Works Department is actively recruiting to fill a Senior Civil Engineer position that was vacated earlier this fiscal year. Upon filling this position, the need for continued contract services would technically not be needed. However, once the position is filled, staff will evaluate the progress that has been made towards implementing this fiscal year's CIP projects and determine if continued contract services are necessary to help Public Works catch up on project milestones that were missed during the first half of this fiscal year. Any future requests of the City Council to extend this agreement by amendment will include a cost-benefit analysis for the City Council consider to what gains could be realized by continuing to contract for these services in light of actual staffing levels at that point in time.

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 No. 21-0093
2. Amendment No. 2 - SA Associates
3. Agreement and Amendment No. 1 - SA Associates