

## Legislation Details (With Text)

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**File created:** 2/7/2019      **In control:** City Council

**On agenda:** 3/4/2019      **Final action:** 3/5/2019

**Title:** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HARRISON ENGINEERING, INC. FOR "ON-CALL" CIVIL ENGINEERING CONSULTING SERVICES IN THE AMOUNT OF \$25,000 PER FISCAL YEAR WITH TWO ONE-YEAR RENEWAL OPTIONS AT THE CITY'S DISCRETION AND SUBJECT TO FUNDING AVAILABILITY AUTHORIZED BY THE COUNCIL FOR A TOTAL AUTHORIZATION OF \$75,000

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. RESO 2019-031 Harrison Eng on-call contract renewal, 2. Exhibit A HEI Proposal\_8.25.2016, 3. AGR Harrison Engineering on-call svcs 02262019\_LynnApproved

| Date     | Ver. | Action By    | Action  | Result |
|----------|------|--------------|---------|--------|
| 3/5/2019 | 1    | City Council | adopted | Pass   |

**PREPARED BY:** VICKY VOICEHOWSKY

**DATE OF MEETING:** 03/04/19

**SUBJECT:**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH HARRISON ENGINEERING, INC. FOR "ON-CALL" CIVIL ENGINEERING CONSULTING SERVICES IN THE AMOUNT OF \$25,000 PER FISCAL YEAR WITH TWO ONE-YEAR RENEWAL OPTIONS AT THE CITY'S DISCRETION AND SUBJECT TO FUNDING AVAILABILITY AUTHORIZED BY THE COUNCIL FOR A TOTAL AUTHORIZATION OF \$75,000

**CITY MANAGER RECOMMENDATION**

Adopt Resolution

**COMPLIANCE STATEMENTS**

*Capital Improvement Projects* is an adopted policy item under the FY 2018-21 City Council Priority Workplan, effective November 1, 2017.

**CEQA Compliance Statement**

This item is not subject to CEQA. Individual projects handled under this agreement will comply with CEQA as required.

**BACKGROUND**

In 2016, the Public Works Engineering Division identified a need for "on-call" services and issued a Request for Proposals for the following categories: civil engineering, construction inspection services, electrical engineering, geotechnical services, materials testing, plan check services, potholing services and traffic engineering. After reviewing the RFPs submitted and evaluating the skill sets of

each firm, staff recommended to bring on board several firms under each category of service. Each contract was awarded for \$20,000 per fiscal year with an administrative understanding that there was a 15% contingency for a total of \$23,000 with four one-year renewal options at the City's discretion and funding availability for a total of \$118,030.

Harrison Engineering, Inc. (HEI) was one of the "on-call" consultants awarded the aforementioned contract for civil engineering consulting services pursuant to resolution 2016-283. During the first year of the contract (FY 2016/17), city staff utilized HEI for consulting services several times throughout the fiscal year mainly for urgent project-specific tasks. This required staff to go back to Council for approval to use additional funds within the contract exceeding the \$20,000 annual cap per fiscal year and exhausting over 50% of the total approved contract amount during the first year of the contract.

Similarly, in FY 2018, HEI services were used for various project-specific needs and to supplement staff resources due to staff turnover in the Engineering Division. By end of FY 2018, 90% of the approved contract amount had been spent leaving only contingency funds for staff to use. Although staff amended the contract numerous times and went back to City Council for approval to use additional funds within the contract pursuant to resolution 2016-283, insufficient funds were ultimately available.

Due to contract funds being nearly exhausted, the number of past amendments and the need for additional civil engineering consulting services, City staff recommends to renew the contract with Harrison Engineering, Inc. by starting a new contract for \$25,000 annually with two one-year renewal options for a total not to exceed amount of \$75,000. City staff also recommends to increase the annual cap for on-call civil engineering services for Harrison Engineering, Inc. from \$20,000 per fiscal year to \$25,000 per fiscal year, but not to include any administrative contingency as that concept is more appropriate for project-specific agreements and not on-call agreements.

### **FISCAL IMPACT**

The Engineering Division currently has funding for professional services under its operating budget; therefore, funding for the annual cap in the amount of \$25,000 exists and could be absorbed within 200-3310-43600. However, on-call services are usually utilized for project-specific needs, which can be absorbed within the appropriate CIP project budget (320-3200-43600-XXX-XXX).