

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DAN HENNESSEY, DIRECTOR OF TRANSPORTATION AND
PUBLIC WORKS
SUBJECT: APPROVAL OF NEW MASTER PROFESSIONAL SERVICE
AGREEMENT, REVISION TO THE SCOPE OF SERVICES LIST
AND AUTHORIZATION TO EXECUTE PROJECT WORK
ORDERS UNDER THE AGREEMENTS

AGENDA ACTION: RESOLUTION

RECOMMENDATION

The Transportation and Public Works Department recommends that the Council, by resolution: 1) approve one (1) Master Professional Services Agreement (MPSA) for Cinquini & Passarino Inc.; 2) amend the MPSA Program Scope of Services list to include Hogan Land Services and Cinquini & Passarino Inc. under the Land Surveying category; 3) delegate authority to certain staff to execute the Master Professional Services Agreements; and 4) delegate authority to certain staff to execute Project Work Orders issued under the Master Professional Services Agreements. This item has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

This resolution is to approve and delegate authorization for the execution and administration of one (1) new Master Professional Services Agreement (MPSA) for the duration of the MPSA term. Additionally, it revises the MPSA Program Scope of Services list (Exhibit A) established by Resolution No. RES-2025-143 on August 19, 2025, to increase the number of prequalified consultants in the Land Surveying category by two consultants. This item has no impact on current fiscal year budget.

GOAL

This item relates to Council Goal #2 – Invest in the Development and Maintenance of the City's Infrastructure. MPSAs make hiring consultants more efficient by establishing a pre-qualified list of professionals.

BACKGROUND/PRIOR COUNCIL REVIEW

The City utilizes consultants to assist in the delivery of Capital Improvement Projects and for work in other City departments. City staff routinely hire consultants when

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specialized expertise or additional capacity is needed. MPSAs make consultant hiring more efficient by prequalifying consultants for future work and establishing in advance the legal framework for utilizing consultant services.

The City's MPSA Program establishes MPSAs as "umbrella agreements" to have qualified consultants available to perform work under Project Work Orders when needed. The City can quickly issue solicitations to a large pool of pre-qualified design, engineering and related consultants that have already agreed to the City's standard agreement terms. Project-specific solicitations are competitively issued to consultants when specific needs for consultation services arise. Once a consultant is selected, a Project Work Order is issued and approved according to signing authority. The City is under no obligation to use the MPSA. Funds are encumbered to the appropriate charge numbers at the time of Project Work Order issuance.

1. Between November 2011 and June 2016, various Council actions approved MPSAs and authorized issuance of Project Works Orders under MPSAs with cumulative not-to-exceed sums for each fiscal year (Resolution Nos. 28002, 28091, 28129, 28271, 28287, 28500, 28533, 28618, 28647 and 28867).
2. On June 13, 2017, by Resolution No. RES-2017-094, the Council authorized the issuance of Project Work Orders under MPSAs with a cumulative not-to-exceed sum of \$15 million for fiscal year 2017-18.
3. On December 5, 2017, by Resolution No. RES-2017-228, the Council 1) approved thirty Master Professional Services Agreements (MPSAs); and 2) delegated authority to approve and execute Project Work Orders issued under the MPSAs in the cumulative sum not to exceed \$15 million for FY 2017-2018.
4. On June 20, 2023, by Resolution No. RES-2023-105, the Council authorized the issuance of Project Work Orders under Master Professional Services Agreements in Exhibit A, with a cumulative not to exceed sum of \$18 million for Fiscal Year 2023-24.
5. On May 13, 2025, by Resolution No. RES-2025-072, the Council 1) delegated authority to certain staff to execute Project Work Orders issued under existing Master Professional Services Agreements (MPSA) through December 2025; 2) delegated authority to certain staff to execute Project Work Orders issued under existing MPSA with the cumulative sum of all such Project Work Orders not to exceed \$18 million for Fiscal Year 2024-2025; and 3) ratified Project Work Orders, and associated payments, executed by certain staff from July 1, 2024 through adoption of Resolution No. RES-2025-143, under existing MPSAs.
6. On August 19, 2025, by Resolution No. RES-2025-143, the Council 1) approved and delegated execution of ninety-six (96) new Master Professional Services Agreements (MPSAs) for twenty-three (23) scopes of services categories for the duration of the MPSAs term; 2) delegated authorization to the City Manager or

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delegee to execute and administer the MPSAs; 3) delegated authorization to the Director of Transportation and Public Works or delegee to execute the Project Work Orders, up to a certain cost threshold, under the newly established MPSAs.

ANALYSIS

A Request for Statements of Qualifications dated March 6, 2025, was posted in PlanetBids, the City's designated bidding platform. Hogan Land Services and Cinquini & Passarino Inc. submitted Statements of Qualification (SOQ) for the Land Surveying category. Both Hogan Land Services and Cinquini & Passarino Inc. were missing documentation and were not prequalified to appear under the Land Surveying category on the August 19, 2025 approved MPSA list. Hogan Land Services was prequalified in Design Services and therefore was processed in the August approved MPSA list. The two firms, Cinquini & Passarino, Inc. and Hogan Land Services, subsequently submitted the missing documentation for prequalification of the Land Surveying category and the department determined that both firms now meet the prequalification requirements and recommend they are both added to the MPSA Scopes of Services list.

Staff seeks approval to execute one (1) additional MPSA and modify (1) existing MPSA to add two (2) firms to the Land Survey category. This action increases the number of prequalified consultants in the Land Surveying category and is considered a priority by the department due to the City Land Surveyor vacancy that has not been successfully filled in the last year. The current MPSA list has a five-year term with an option for two one-year extensions.

The proposed revised consultant list is included as Exhibit A. The agreement form for the MPSA is included as Exhibit B.

The approval of the proposed agreements does not encumber funding. Project Work Orders are issued as the needs for consultant services arise and funds are encumbered to the appropriate project numbers at that time. This resolution would additionally delegate approval and signature authority for the Project Work Orders as follows:

- a) Over \$500,000 – City Council approval.
- b) 500,000 or less – Director of Transportation and Public Works, Director of Planning and Economic Development or Director of Santa Rosa Water and authority that they may delegate to management staff when the amounts of the Project Work Orders are within the manager's approval authority for Purchase Requisitions.

FISCAL IMPACT

Approval of this action does not have a fiscal impact on the General Fund.

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ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a “project” subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the recommended action is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the recommended action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution
- Exhibit A – MPSA Scope of Services
- Exhibit B – MPSA Agreement Form

PRESENTERS

Dan Hennessey, Director of Transportation and Public Works
Christa Siegenthaler, Deputy Director of Engineering Services