

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: COLLEEN FERGUSON, DEPUTY DIRECTOR – CAPITAL
PROJECTS ENGINEERING
SUBJECT: TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
ANNUAL APPROVAL OF NEW MASTER AGREEMENTS AND
APPROVAL OF UPDATED MASTER AGREEMENTS TO
PROVIDE PROFESSIONAL SERVICES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works Department that the Council, by resolution: 1) approve 74 Master Professional Services Agreements (MPSAs); and 2) authorize City staff to approve and execute Project Work Orders with the parties to the MPSAs in the cumulative not to exceed sum of \$15 million for FY 2016-2017.

EXECUTIVE SUMMARY

Since the City utilizes consultants to assist in the delivery of Capital Improvement Projects, this item relates to Goal 1, as quality infrastructure is necessary to create a strong and sustainable economic base.

BACKGROUND

City staff routinely hire consultants when specialized expertise or additional engineering capacity is needed. Usage of MPSAs makes the consultant hiring process more efficient by prequalifying consultants for future work and establishing in advance the legal framework for utilizing consultant services. Project-specific Project Work Orders are competitively issued to consultants under MPSAs when specific needs for consultant services arise. Funds are encumbered to the appropriate charge numbers at the time of Project Work Order issuance. Project Work Orders are approved by staff according to signature authority. The City is under no obligation to use the qualifying consultants within the MPSAs. They are established as “umbrella agreements” in order to have qualified consultants readily available to perform work under Project Work Orders when needed.

PRIOR CITY COUNCIL REVIEW

1. Between November 2011 and June 2015, 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 and 28647).
2. On March 17, 2015, by Resolution No. 28618, the Council authorized an increase in authorization of \$6 million to execute Project Work Orders under MPSAs with a cumulative not-to-exceed sum of \$15 million for fiscal year 2014-15.

ANALYSIS

1. The Transportation and Public Works Department annually solicits Statements of Qualifications to assure that the City has the best consultants available for use under MPSAs.
2. A Request for Statements of Qualifications (RSQ) dated March 18, 2016, was e-mailed to consultants with the primary purpose of adding consultants in the area of design, construction management and inspection, planning and related services, and to provide opportunities for future work for the City while augmenting the list of approved MPSAs already in place. Twelve qualified responding consultants are listed in Attachment 1. In addition, on April 18, 2016, a RSQ was sent to consultants with whom the City already has agreements in place under an existing MPSA. This process was undertaken to update those agreements with current contract language. The list of those qualified consultants submitting Statements of Qualifications is included in Attachment 2. The agreement form for the MPSAs is included as Attachment 3.
3. The approval of the proposed agreements does not encumber funding. Project Work Orders would be issued as the need for consultant services arise and funds would be encumbered to the appropriate project numbers at that time. Consistent with Resolution No. 28647, the proposed resolution would include these Project Work Orders in the cumulative total not to exceed the sum of fifteen million dollars (\$15,000,000) and delegate approval and signature authority for the Project Work Orders as follows:
 - a. Over \$500,000 – City Council approval.
 - b. \$500,000 or less – City Manager approval.
 - c. \$250,000 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 Director's approval authority for Purchase Requisitions.

ANNUAL APPROVAL OF NEW MASTER AGREEMENTS AND APPROVAL OF
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PAGE 3 OF 3

4. A total of twelve (12) Statements of Qualifications (SOQs) were received in April, 2016 and in accordance with City Council Policy 600-01, the proposals were reviewed by a Review Board consisting of City staff. The Review Board concluded that these twelve additional firms were qualified to provide services to the City. The names of these firms are attached as Attachment 1.
5. Also reviewed by a Review Board were a total of sixty-two (62) SOQs received from consultants whose firms are currently on the MPSA list under agreements that require updating with current contract language. The names of these firms are attached as Attachment 2.
6. The MPSA form in Attachment 3 has been reviewed by the City Attorney. Newly signed agreements are being reviewed by the City Attorney.

FISCAL IMPACT

Since funds for hiring consultants from the MPSA list was appropriated in the CIP budget adopted for 2016/2017, approval of this action does not have a fiscal impact.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Attachment 1 – 2016 Potential New Consultants with Services Provided
- Attachment 2 – Existing MPSA Consultants Updated with Current Contract Language with Services Provided
- Attachment 3 – MPSA form
- Resolution/Exhibits

CONTACT

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