

CITY OF SANTA ROSA
CITY COUNCIL

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

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works, Water, and Planning and Economic Development Departments that the Council, by resolution: 1) approve ninety-six (96) Master Professional Services Agreements for the twenty-three (23) scopes of services categories provided by the departments; 2) authorize the City Manager or delegee to make non-substantive changes to the Master Professional Services Agreements, subject to approval by the City Attorney, and execute the Master Professional Services Agreements; and 3) authorize the Director of Transportation and Public Works or delegee to execute and make non-substantive changes to the Project Work Orders under the established Master Professional Services Agreements. This item has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

This resolution is to approve and delegate 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, and furthermore delegate authorization to the City Manager or delegee to execute and administer the MPSAs and the Director of Transportation and Public Works or delegee to execute the Project Work Orders (PWOs) under the established MPSAs. This item has no impact on current fiscal year budget.

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 prequalified list of professionals.

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BACKGROUND

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 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 consultant services arise. When a consultant is then selected, a Project Work Order is issued and approved according to signature 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.

PRIOR COUNCIL REVIEW

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) up to an amount not to exceed \$500,000, through December 2025; 2) delegated authority to certain staff to execute

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Project Work Orders issued under existing MPSA up to an amount not to exceed \$500,000, 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 this resolution, under existing MPSAs up to an amount not to exceed \$500,000.

ANALYSIS

1. This approval of these MPSAs would replace the May 13, 2025 list and authorization.
2. Previously, the Transportation and Public Works Department solicited for Statements of Qualifications annually, which created a workload that was not sustainable. To streamline processes, prequalification for 5-year terms with an option for two, one-year extensions.
3. A Request for Statements of Qualifications (RSQ) dated March 6, 2025, was posted in PlanetBids, the City's designated bidding platform. One hundred and four (104) firms responded to the solicitation and submitted Statements of Qualification (SOQ) over the scope of services categories.
4. In accordance with City Council Policy 600-01 and federal prequalification requirements, the Review Boards established by the City Manager evaluated the SOQs and recommended ninety-six (96) firms be accepted under the MPSA umbrella. The proposed consultants and their prequalified categories are listed in Attachment 1. The agreement form for the MPSAs is included as Attachment 2.
5. Real Estate Services did not have enough responses to the RSQ and therefore the "Real Estate Services" category was not reviewed and is not included in Exhibit A under this approval.
6. The approval of the proposed agreements does not encumber funding. Project Work Orders would be issued as the needs for consultant services arise and funds would be encumbered to the appropriate project numbers at that time approved under the appropriate budget. This motion 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 – 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 manager's approval authority for Purchase Requisitions.

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FISCAL IMPACT

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

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
Lisa Welsh, Supervising Engineer
Kimberly Hopwood, Administrative Technician