

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ANDREW ALLEN, ACTING DEPUTY DIRECTOR – CAPITAL
PROJECTS ENGINEERING
TRANSPORTATION AND PUBLIC WORKS
SUBJECT: ANNUAL APPROVAL OF NEW 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 thirty Master Professional Services Agreements (MPSAs); and 2) delegate 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.

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 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

ANNUAL APPROVAL OF NEW MASTER AGREEMENTS TO PROVIDE
PROFESSIONAL SERVICES
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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.

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 June 2, 2017, 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. Thirty qualified responding consultants are listed in Attachment 1. The agreement form for the MPSAs is included as Attachment 2.
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. 28867, the proposed resolution would include these Project Work Orders in the cumulative total not to exceed the sum of \$15 million 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 manager's approval authority for Purchase Requisitions.
4. A total of thirty (30) Statements of Qualifications (SOQs) were received in June, 2017 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 thirty additional firms were qualified to provide services to the City. The names of these firms are attached as Attachment 1.
5. The MPSA form in Attachment 2 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 2017/2018, 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 – 2017 Potential New Consultants with Services Provided
- Attachment 2 – MPSA Template
- Resolution/Exhibits

CONTACT

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