

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: LORI URBANEK DEPUTY DIRECTOR – CAPITAL PROJECTS
ENGINEERING
SUBJECT: TRANSPORTATION AND PUBLIC WORKS DEPARTMENT
APPROVING A MASTER PROFESSIONAL SERVICES
AGREEMENT WITH SKANSKA USA BUILDING INC. AND
AMENDING THE MASTER PROFESSIONAL SERVICES
AGREEMENT LIST

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works Department that the Council, by resolution, 1) approve a Master Professional Services Agreement with one additional consultant, Skanska USA Building Inc., Parsippany, New Jersey, for Design-Build consulting services and to allow issuance of Project Work Orders under this MPSA consistent with prior Council Resolutions and 2) amend the Master Professional Services Agreement List previously approved on June 24, 2020 to include Skanska USA Building Inc.

EXECUTIVE SUMMARY

The City utilizes consultants to assist in the delivery of Capital Improvement Projects, and, in turn, utilizes MPSAs to prequalify consultants. This resolution will add Skanska USA Building Inc. to the approved MPSA list of qualified consultants and authorize the use of project work orders.

BACKGROUND

City staff routinely hire consultants when specialized expertise or additional engineering capacity is needed. Usage of Master Professional Service Agreements (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. Funds are encumbered to the appropriate charge numbers at the time of Project Work Order issuance. Project Work Orders are approved by City Council, the Board of Public Utilities and 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

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consultants readily available to perform work under Project Work Orders when and if needed.

PRIOR CITY COUNCIL REVIEW

1. Between November 2011 and December 2017, 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, 28647, 28867 and RES-2017-228).
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.
3. On June 24, 2020, Council, by resolution, approved the Budget for the City of the Santa Rosa for Fiscal Year 2020-21 and authorized the issuance of Project Work Orders under Master Professional Services Agreements with the firms listed in Attachment 2, with a cumulative not to exceed sum of \$15 million for Fiscal Year 2020-21.

ANALYSIS

1. The Transportation and Public Works Department solicits Statements of Qualifications to assure that the City has the best consultants available for use under MPSAs. There are currently 100 consultants with City MPSA's.
2. A Request for Proposals (RFP), dated March 2019, was posted on PlanetBids to consultants with the primary purpose of adding consultants in the area of the Design-Build project delivery.
3. The approval of the proposed agreement 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 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 or Assistant 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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4. A total of three (3) proposals were received in April 2019 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 Skanska USA Building Inc. was the one firm qualified to provide the comprehensive services requested by the City. The agreement form for the MPSA is included as Attachment 1.
5. The MPSA form in Attachment 1 has been reviewed by the City Attorney.

FISCAL IMPACT

This action has no fiscal impact. Funds for hiring consultants from the MPSA list have been appropriated in prior years as part of the Capital Improvement Program budget.

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 - Master Professional Services Agreement List - 2020 approved by Council on June 24, 2020
- Resolution / Exhibit A – Amended Master Professional Services Agreement List – 2020 and Exhibit B – Approved MPSA Agreement

CONTACT

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