

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JAMES JENSEN, DEPUTY DIRECTOR, ENGINEERING  
TRANSPORTATION AND PUBLIC WORKS  
SUBJECT: DELEGATION OF AUTHORITY TO EXECUTE PROJECT WORK  
ORDERS ISSUED UNDER EXISTING MASTER AGREEMENTS  
FOR PROFESSIONAL SERVICES

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Department of Transportation and Public Works that the Council, by resolution, delegate 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, with the cumulative sum of all such Project Work Orders not to exceed \$18 million for Fiscal Year 2023-2024.

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EXECUTIVE SUMMARY

The City has pre-qualified ninety-five (95) consultants to provide design, engineering and related professional services for the City's Capital Improvement Projects team and related departments (Exhibit A). Each pre-qualified consultant is under contract with the City's standard Master Professional Services Agreement (MPSA) (Exhibit B). The MPSA is an "umbrella" agreement that establishes basic legal terms for professional services in advance, without obligating the City to undertake any specific project. Then, on a project-by-project basis, staff solicits Project-specific work from the pre-qualified consultants and issues a Project Work Order under the MPSA to the selected consultant, which memorializes the work to be performed for the Project.

Staff recommends that Council delegate to certain staff the authority to execute Project Work Orders issued up to an amount not-to-exceed \$500,000 with the current consultant list under existing Master Professional Services Agreements, with the cumulative sum of all such Project Work Orders not to exceed \$18 million for Fiscal Year 2023-2024. Staff does not propose any changes to the consultant list (Exhibit A) or the Master Professional Services Agreement (Exhibit B) executed by those consultants.

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BACKGROUND

The City utilizes consultants to assist in the delivery of Capital Improvement Projects and on a more limited basis for related work in other City departments. City staff routinely hire consultants when specialized expertise or additional engineering capacity is needed. Usage of MPSA's makes the consultant hiring process more efficient by prequalifying consultants for future work and establishing in advance the legal framework for utilizing consultant services thereby eliminating the time required for consultant preparation, and City review, of qualifications for every project solicitation.

The City's MPSA Program establishes the MPSA as "umbrella agreements" to have qualified consultants readily available to perform work under Project Work Orders when needed. The City's Master Professional Services program allows the City to quickly issue competitive solicitations to a large pool of pre-qualified design, engineering and related consultants for Capital Improvement Projects that have already agreed to and signed on to the City's standard agreement terms. Project-specific solicitations are competitively issued to consultants under these MPSAs when specific needs for consultant services arise. When a consultant is then selected, a Project Work Order is issued and approved by Council, the Board of Public Utilities, or staff 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.

ANALYSIS

The City currently has ninety-five (95) consultants prequalified under the City's MPSA Program (Exhibit A). All consultants that participate in the MPSA Program must execute the City's standard Master Professional Services Agreement (Exhibit B), which establishes the basic legal terms for such services in advance. After the City solicits a project from those pre-qualified consultants that have signed the MPSA, staff issues a Project Work Order under the MPSA agreement for the project to the selected consultant.

Staff recommends that Council delegate to certain staff the authority to execute Project Work Orders issued up to an amount not-to-exceed \$500,000 with the current consultant list under existing Master Professional Services Agreements, with the cumulative sum of all such Project Work Orders not to exceed \$18 million for Fiscal Year 2023-2024, as follows:

1. \$500,000 or less – approval by the City Manager.
2. \$250,000 or less – approval by the Assistant City Manager, Director of Transportation and Public Works, Director of Planning and Economic Development or Director of Santa Rosa Water.

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In addition to the delegation of authority identified above, this item also delegates limited authority to staff to make other administrative changes in connection with these agreements such as payment under appropriate charge numbers, authority to execute routine assignment agreements and to terminate the MPSAs.

This item does not change the existing list of consultants under the MPSA program (Exhibit A) or modify the City's current, standard MPSA terms and conditions (Exhibit B). All the consultants identified in Exhibit A have signed the standard MPSA attached to this report as Exhibit B.

FISCAL IMPACT

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

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

- Resolution
- Exhibit A- 2024 Consultant List
- Exhibit B- MPSA Template

PRESENTERS

Gregory Mariscal, Supervising Engineer  
James Jensen, Deputy Director of Engineering, Transportation and Public Works