

RESOLUTION NO. RES-2025-072

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA DELEGATING  
AUTHORITY TO CERTAIN STAFF TO EXECUTE PROJECT WORK ORDERS ISSUED  
UNDER EXISTING MASTER PROFESSIONAL SERVICES AGREEMENTS

WHEREAS, the scope and ongoing nature of the City of Santa Rosa's work requires that staff continue to use consultant services; and

WHEREAS, establishing Master Professional Services Agreements (MPSA) streamlines the consultant process and allows Project Work Orders for specific scopes of work; and

WHEREAS, since November 2011 various Council actions approved MPSA's and authorized issuance of Project Work Orders under MPSA's with cumulative not to exceed sums for each fiscal year; and

WHEREAS, staff annually solicits Statements of Qualifications from consultants; and

WHEREAS, consultant State of Qualifications were reviewed and consultants were selected by a Review Board in accordance with City Council Policy 600-1; and

WHEREAS, on February 28, 2024 the City Council, by Resolution No. RES-2024-026, authorized delegation of 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.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa delegates 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 (attached hereto as Exhibit A) under existing Master Professional Services Agreements in the form attached hereto as Exhibit B, with the cumulative sum of all such Project Work Orders not to exceed \$18 million for Fiscal Year 2024-2025, and further through December 2025, as follows:

1. Delegation of authority to the City Manager to execute Project Work Order(s) in an amount not-to-exceed \$500,000.
2. Delegation of authority to the Assistant City Manager, Director of Transportation and Public Works, Director of Planning and Economic Development or Director of Santa Rosa Water to execute Project Work Order(s) in an amount not to exceed \$250,000.

BE IT FURTHER RESOLVED that the Council of the City of Santa Rosa ratify 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.

BE IT FURTHER RESOLVED that the City Manager, Assistant City Manager, Directors of Transportation and Public Works, Planning and Economic Development, and Santa Rosa Water are authorized to delegate authority to approve and execute Project Work Orders to management staff when the amounts of the Project Work Orders are within the respective authority delegated to the City Manager, Assistant City Manager or Director by this Resolution.

BE IT FURTHER RESOLVED that the Directors of Transportation and Public Works, Planning and Economic Development, and Santa Rosa Water are authorized to approve and execute assignment agreements for Master Professional Services Agreements with Consultants listed in Exhibit A, subject to approval as to form by the City Attorney.

BE IT FURTHER RESOLVED that the Directors of Transportation and Public Works, Planning and Economic Development, and Santa Rosa Water are authorized to terminate Master Professional Services Agreements.

BE IT FURTHER RESOLVED that the Finance Director is authorized to pay all proper claims for performance of work with the Project Keys designated under each project work order.

BE IT FURTHER RESOLVED that Exhibit A and Exhibit B are made part of this Resolution.

IN COUNCIL DULY PASSED this 13th day of May, 2025.

AYES: (7) Mayor Stapp, Vice Mayor Alvarez, Council Members Bañuelos, Fleming, MacDonald, Okrepkie, Rogers

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

RECUSE: (0)

ATTEST: \_\_\_\_\_ APPROVED: \_\_\_\_\_  
City Clerk Mayor

APPROVED AS TO FORM: \_\_\_\_\_  
City Attorney

Exhibit A – 2025 Consultant List  
Exhibit B – MPSA Template