



Agenda Item # _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Aldinger and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Jim Arndt, Director of Public Works
Dana Greenwood, City Engineer

DATE: February 5, 2008

SUBJECT: Authorize City Manager to execute Professional Services Agreements with Willdan, Psomas, AAE, Inc., DGA Consultants, and RKA Consulting Group for as-needed Professional Engineering Services

RECOMMENDATION:

Staff recommends that the City Council pass a motion authorizing the City Manager to enter into professional services agreements with Willdan, Psomas, AAE, Inc., DGA Consultants, and RKA Consulting Group to provide as-needed professional engineering services.

FISCAL IMPLICATION:

There is no fiscal implication associated with the action recommended at this time. These as-needed professional engineering services would utilize previously budgeted funds from each project's account.

DISCUSSION:

In an effort to expedite the completion of Capital Improvement projects, staff is recommending that master agreements be entered into at this time with five consulting firms to provide professional engineering services on an as-needed basis. Approving the master agreements in advance of a project will eliminate the need to send out separate Request for Proposals for each project. Also, the process can be streamlined by having all insurance documents and contract documents in order and properly executed in advance.

Once a project is identified and the budget for the project is approved by City Council, staff will forward copies of the project concept to two of the consultants on the list. At that time, the consultants will develop a scope of services anticipated to complete the design phase of the project. Based on the hourly rates established in the master agreements, the consultants will also be able to propose a not-to-exceed fee. Staff will then select one of the consultants based on

experience of the individual team members and the level of effort proposed. Staff will then be in a position to recommend to the City Council retaining the services of the selected consultant on an as-needed hourly basis with a not-to-exceed fee. With the Council's approval, the general agreement would then be amended to reflect the actual services to be provided for the project. As noted above, the funds for the services to be provided would come out of each project's budgeted funds.

Staff had sent out Requests for Proposals (RFP) to eight firms that had a good track record providing professional engineering services to other agencies on an as-needed basis. Six of the firms provided proposals in response to the RFP. An in-house committee consisting of the City Engineer, three senior engineers and an associate engineer, reviewed and rated the proposals based on the experience of the firms and the strength of the team proposed by each consultant. The committee then selected of Willdan, Psomas, AAE, Inc., DGA Consultants, and RKA Consulting Group as the five best proposals. Because the project teams are made up of a combination of employees, there was no single hourly rate negotiated for each individual of each consultant's project team. The hourly rates proposed amongst the five consultants were similar and felt to be a reasonable reflection of the ongoing rates within the industry.

xc: Robert V. Wadden, Jr., City Attorney
Henry Mitzner, Controller