



Staff Report

File #: REPORT 19-0686, Version: 1

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 22, 2019**

**AWARD OF PROFESSIONAL SERVICES AGREEMENTS
TO PROVIDE ON-CALL PLAN CHECKING SERVICES
(Acting Public Works Director Lucho Rodriguez)**

Recommended Action:

Staff recommends that the City Council:

1. Award Professional Services Agreements to M6 Consulting Inc. in an amount not-to-exceed \$300,000 to provide on-call plan checking services to the City of Hermosa Beach for three years with the option to extend up to two additional one-year terms;
2. Award Professional Services Agreements to Transtech Engineers, Inc. in an amount not-to-exceed \$150,000 to provide on-call plan checking services to the City of Hermosa Beach for three years with the option to extend up to two additional one-year terms; and
3. Authorize the Mayor to execute and the City Clerk to attest the Professional Services Agreement(s) subject to approval by the City Attorney.

Executive Summary:

M6 Consulting, Inc. (M6) has been providing plan checking services to the City since May 2015 for both Public Works and the Community Development Departments for private improvement projects of all sizes, including the Skechers development project. M6 has been an exceptional partner to the City since it began providing services to the City. M6's current agreement expires in December 2019.

A Request for Proposals (RFP) for On-Call Plan Checking Services was issued in June 2019 to have consultants continue providing plan checking services to the City, including the new Small Cell Wireless Communication Facilities reviews resulting from an ordinance approved by Council on January 8, 2019.

Based on the review of proposals and scoring of interviews, staff recommends that City Council award on-call agreements to M6 Consulting Inc. and Transtech Engineers, Inc. for three years, with an option to extend up to two additional one-year terms.

Background:

In May 2015, M6 was granted a Professional Services Agreement (PSA) for \$15,180 to provide plan

checking services to the City for private development projects. On February 23, 2016, City Council awarded a three-year \$250,000 PSA to M6 to provide plan review services to both the Public Works and Community Development Departments for private development projects, including large scale projects such as the Skechers and the North School projects. Payment for the consultant services is 100% covered by the plan checking fees charged to the applicant.

On February 23, 2019, the first amendment to the agreement with M6 was approved administratively to extend the agreement to August 31, 2019. A second amendment was approved by City Council on May 28, 2019 to increase the agreement limit to a new not-to-exceed amount of \$310,000 and extend the agreement to December 31, 2019 to provide staff time to prepare a new RFP for plan checking services prior to the expiration of the PSA.

Discussion:

RFP 19-02 was issued on June 10, 2019 seeking proposals from qualified individuals or firms to provide on-call plan checking services to support the functions and needs of the City's Public Works Department and Community Development Department.

The City received a total of 8 proposals by the July 11, 2019 deadline. The firms that submitted proposals are listed below in Table 1.

Table 1		
#	Firm Name	Plan Review Hourly Rate
1	Bureau Veritas North America, Inc.	\$120
2	Charles Abbott Associates, Inc.	\$125
3	Quantum Consulting, Inc.	\$125
4	Interwest Consulting Group	\$160
5	CSG Consultants	\$210
6	Transtech Engineers, Inc.	\$140
7	Borrelli and Associates	\$155
8	M6 Consulting Inc.	\$140* Project Engineer

Staff from the Public Works Department and Community Development Department reviewed and evaluated each proposal based on the criteria established in the RFP:

- Approach and Methods
- Relevant Experience & Expertise
- Timeframe and Costs
- Administration

Based on staff's review of the proposals, four of the eight firms were invited to participate in interviews. The interviews were structured to answer key questions regarding overall approach and technical experience.

Based on the results of the interviews, staff recommends that M6 Consulting, Inc. be selected as the primary reviewer of civil plans for private developments for the Public Works Department, and to provide land development support to the Community Development Department during planning stages for large scale commercial development projects such as the Sketchers project. M6 has been providing plan checking services to the City since May 2015.

Staff also recommends that a separate agreement be awarded to Transtech Engineers, Inc. to review Small Cell Wireless Communication Facilities applications that are being submitted to the City following the approval of Ordinance 19-1390 by City Council on January 8, 2019. Transtech Engineers, Inc. brings to the City ample experience in the review of Small Cell Wireless Communications Facilities projects. Staff anticipates receiving a large number of applications for wireless communication facilities in the near future. Payment for the review of this application is fully recovered through the applicant.

The term for each of the on-call agreement for the two qualified professional consulting firms would be three years, with an option to extend up to two additional one-year terms. The proposals submitted by each of the recommended firms are provided in **Attachment 2 and 3**.

General Plan Consistency:

PLAN Hermosa, the City's General Plan, was adopted by the City Council in August 2017. The award of contracts to provide on-call civil plan checking services to the City is key to the effective and efficient implementation of the Hermosa Beach community vision and supports several goals of the Governance Element, and Land Use Element.

Fiscal Impact:

Staff requests authority to award an on-call agreement to M6 Consulting Inc. in a not-to-exceed amount of \$300,000 for three years with an option to extend up to two additional one-year terms. Staff also requests authority to award an on-call agreement to Transtech Engineers, Inc. for a not-to-exceed amount of \$150,000 for three years with an option to extend up to two additional one-year terms.

Funds for the provision of on-call plan checking services are budgeted in the 2019-20 Budget under the Public Works Administration Contract Services Account (001-4202-4201) in the amount of \$100,000. Funds for the remaining two years of services will be included in the 2020-21 and 2021-22 Annual Budgets. Cost for the engineering support to the Community Development Department for commercial development projects and review of small cell wireless facility applications would be borne by the applicant.

Attachments:

1. RFP 19-02
2. M6 Consulting, Inc. Proposal and Fee Schedule
3. Transtech Engineers, Inc. Proposal and Fee Schedule
4. Draft Sample Agreement

Respectfully Submitted by: Lucho Rodriguez, Acting Public Works Director

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager