



Staff Report

File #: REPORT 20-0409, Version: 1

**Honorable Mayor and Members of the Hermosa Beach City Council
Adjourned Regular Meeting of July 28, 2020**

**AWARD OF PROFESSIONAL SERVICES AGREEMENTS
TO PROVIDE ON-CALL GEOTECHNICAL SERVICES**
(Public Works Director Marnell Gibson)

Recommended Action:

Staff recommends that the City Council:

1. Award a Professional Services Agreement to Koury Engineering & Testing Inc., MTGL Inc. and to Smith Emery Laboratories Inc., for an amount not to exceed \$300,000 each, to provide on-call Geotechnical services to the City of Hermosa Beach for three years with the option to extend for up to two additional one-year terms; and
2. 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:

The City has traditionally relied on Requests for Proposals (RFP) to fulfill the Geotechnical service needs of the City. In light of the City's desire to be nimble and efficient in its business processes, staff recognized the opportunity to re-envision the City's approach to the provision of these services. Staff from the Public Works Department collaborated on the development of a Request for Qualifications (RFQ) that meets the geotechnical service needs of the City and the community.

A Request for Qualifications for On-Call Geotechnical Services was issued on January 27, 2020. As of the proposal deadline of February 18, 2020, a total of seven proposals were received. Staff reviewed the seven proposals and recommends that the City Council award a series of not-to-exceed contracts to three qualified professional consulting firms to provide on-call Geotechnical services as needed to the City for an amount not to exceed of \$300,000 each over the next three years, with options to extend the contract length for up to two additional one-year terms.

Background:

The City has a longstanding practice of hiring consultants based on Requests for Proposals to fulfill its Geotechnical service needs. The RFP process consumes a significant amount of time as staff engages in the RFP initiation, bidding, evaluating, award, and execution process each time the City needs geotechnical services. Each RFP issued takes months to process, from drafting the RFP to execution of award. Given the aim toward implementation of business process improvements, staff

seized the opportunity to re-envision the City's approach to obtaining these services.

A team from Public Works collaborated on the development of a Request for Qualifications (RFQ) to meet the needs of the City and the community. The RFQ approach, which includes a formal competitive bidding and advertisement process, provides the City with a list of pre-qualified professional consultants to serve on the "bench" for the coming three to five years without the need to go out for an RFP each time the service is needed. This approach improves efficiency and expedites commencement of work and project delivery.

Discussion:

RFQ 20-01 was issued on January 27, 2020, seeking proposals from qualified individuals or firms to provide on-call geotechnical services to support the function and needs of the City's Public Works Department (**Attachment 1**). In order to provide context of the City's needs, the RFQ included key statistics about the City's infrastructure. The RFQ also included the City's goals and expectations for community engagement related to the City's infrastructure. The requested services for this RFQ included, but not limited to the following:

1. Prepare various soils investigations, geotechnical, and environmental remediation reports which pertain to development and capital improvement projects;
2. Perform pavement testing, analysis and compaction testing; and
3. Collect concrete samples and conduct strength testing.

On February 18, 2020, the City received a total of seven proposals. The complete list of firms that submitted proposals is provided in Table 1 below.

Table 1	
#	Firm Title
1	ATLAS United Heider
2	Converse Consultants
3	Koury Engineering Inc.
4	MTGL Inc.
5	NV5 Inc.
6	RMA Group
7	Smith Emery Laboratories

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

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

Based on staff's review of the proposals, three of the seven firms were selected based on their

overall approach and experience, and specific technical approach to each requested service.

Based on the review of proposals, the reviewing panel recommends that City Council award a series of not-to-exceed contracts to a total of three firms. The proposals submitted by each of the recommended firms are provided in **Attachment 2**. The recommended firms are noted in **Table 2** below.

Table 2	
#	Firm Title
1	Koury Engineering, Inc.
2	MTGL Inc.
3	Smith Emery Laborato

General Plan Consistency:

This report and associated recommendation have been evaluated for their consistency with the City's General Plan. Relevant Policies are listed below:

Mobility Element

Goal 1. Complete Streets that serve the diverse functions of mobility commerce, recreation, and community engagement for all users whether they travel by walking, bicycling, transit, or driving.

Policy:

- **1.3 Monitor best practices.** Consider applying the latest standards of best practices in the design, operation, and maintenance of the transportation network that is both attractive and functional.

Infrastructure Element

Goal 1. Infrastructure systems are functional, safe, and well maintained.

Policies

- **1.1 Infrastructure systems plan.** Establish and adopt an integrated, holistic systems approach to guide infrastructure development, improvement, maintenance, and resilience.
- **1.3 Right-of-way coordination.** Ensure infrastructure maintenance and repair projects within the public right-of-way are coordinated with utilities and agencies to minimize additional roadway repaving or accelerated deterioration.

Goal 2. Roadway infrastructure maintenance supports convenient, attractive, and complete streets and associated amenities.

Policies

- **2.1 Preventive street maintenance.** Maintain streets, sidewalks and other public rights-of-

way to provide a reliable network for circulation through a proactive preventive maintenance program.

- **2.5 Active transportation dedications.** Require new development and redevelopment projects to provide land or infrastructure necessary to accommodate active transportation, such as widened sidewalks, bike racks, and bus stops, in compliance with ADA accessibility standards.

Fiscal Impact:

Each agreement would be a not-to-exceed contract amount of \$300,000. Geotechnical service costs are included in each CIP Project budget and would be determined as proposals for individual projects are received. In most cases, the Geotechnical portion of a project does not exceed five percent of the overall project cost. Staff does not anticipate additional funding needs for these contracts.

Attachments:

1. RFQ 20-01: On Call Geotechnical Services

Proposals from Recommended Consultant Teams

2. Proposal - Koury, Inc.
3. Proposal - MTGL, Inc.
4. Proposal - Smith Emery Laboratories, Inc.
5. Fee Schedule - Koury, Inc.
6. Fee Schedule - MTGL, Inc.
7. Fee Schedule - Smith Emery Laboratories, Inc.
8. Fees Schedule Table
9. Draft agreement - Koury, Inc.
10. Draft agreement - MTGL, Inc.
11. Draft Agreement - Smith Emery Laboratories, Inc.

Respectfully Submitted by: Romany Basilyous, Associate Engineer

Concur: Lucho Rodriguez, Deputy City Engineer

Concur: Marnell Gibson, Public Works Director

Noted for Fiscal Impact: Charlotte Newkirk, Accounting Manager

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager