



Staff Report

File #: REPORT 20-0661, Version: 1

**Honorable Mayor and Members of the Hermosa Beach City Council
Regular Meeting of October 27, 2020**

**AWARD OF PROFESSIONAL SERVICES AGREEMENTS
TO PROVIDE ON-CALL ENGINEERING DESIGN SERVICES
FOR UTILITIES (SEWER, STORM DRAIN)
(Public Works Director Marnell Gibson)**

Recommended Action:

Staff recommends that the City Council:

1. Award a Professional Services Agreement to Adams Streeter Civil Engineers, Psomas, Schaaf & Wheeler, TAIT & Associates, Inc., and Tetra Tech, for an amount not to exceed \$500,000 each, to provide on-call engineering design services for utilities (sewer, storm drain) 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:

A Request for Qualifications for on-call engineering design services for utilities (sewer, storm drain) was issued on August 31, 2020. As of the proposal deadline of September 21, 2020, a total of 10 proposals were received. Staff reviewed the ten proposals and recommends that the City Council award a series of not-to-exceed contracts to five qualified professional consulting firms to provide on-call engineering design services for utilities (sewer, storm drain) as needed to the City for an amount not-to-exceed \$500,000 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 been utilizing a practice of hiring consultants based on Requests for Proposals to fulfill its engineering design 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.

The City had previously awarded three professional service agreements for on-call engineering

design services for utilities (sewer, storm drain) in July 2017 with a duration of three years. Those previous contracts expired in July 2020.

In continuing the pursuit of the City's desire to be nimble and efficient in its business processes, 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 20-02 was issued on August 31, 2020, seeking proposals from qualified individuals or firms to provide on-call engineering design services for utilities (sewer, storm drain) 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 the RFQ included, but not limited to the following:

Complete the design of a variety of projects, which may include sewer, stormwater, storm drain, pump stations, water quality, infiltration, feasibility study, and other civil projects. Design includes plans, specifications, and engineer's construction cost estimate.

On, September 21, 2020, the City received a total of 10 proposals. The complete list of firms that submitted proposals is provided in Table 1 below.

Table 1	
#	Firm Title
1	Adam Streeter Civil Engineers
2	CSG Consultants, Inc.
3	CWE
4	Fuscoe Engineering, Inc.
5	NV5, Inc.
6	Psomas
7	Quantum Consulting, Inc.
8	Schaaf & Wheeler
9	TAIT & Associates, Inc
10	Tetra Tech

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

- Approach and Methods

- Relevant Experience & Expertise
- Timeframe and Costs
- Administration

Based on staff's review of the proposals, five of the ten 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 five firms. The proposals submitted by each of the recommended firms are provided in **Attachment 2 - 6**. The recommended firms are noted in **Table 2** below.

Table 2	
#	Firm Title
1	Adam Streeter Civil Engineers
2	Psomas
3	Schaaf & Wheeler
4	TAIT & Associates, Inc
5	Tetra Tech

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:

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 4. The sewer system infrastructure is modernized and resilient.

Policies:

- **4.5 Sewer system rehabilitation.** Implement the rehabilitation projects recommended in the Sanitary Sewer Master Plan.

Goal 5. The stormwater management system is safe, sanitary, and environmentally and fiscally sustainable.

Policies:

- **5.5 Stormwater system maintenance.** Maintain, fund, and regularly monitor the City's stormwater.

Fiscal Impact:

Each agreement would be a not-to-exceed contract amount of \$500,000. Engineering design service costs are included in each CIP Project budget and would be determined as proposals for individual projects are received. In most cases, the design portion of a project does not exceed 15 percent of the overall project cost. Staff does not anticipate additional funding needs for these contracts.

Attachments:

1. Engineering Design Services For Utilities (Sewer, Storm Drain) RFQ
2. Proposal - Adam Streeter Civil Engineers
3. Proposal - Psomas
4. Proposal - Schaaf & Wheeler
5. Proposal - TAIT & Associates, Inc.
6. Proposal - Tetra Tech
7. Fee Schedule - Adam Streeter Civil Engineers
8. Fee Schedule - Psomas
9. Fee Schedule - Schaaf & Wheeler
10. Fee Schedule - TAIT & Associates, Inc.
11. Fee Schedule - Tetra Tech
12. Draft Agreement - Adam Streeter Civil Engineers
13. Draft Agreement - Psomas
14. Draft Agreement - Schaaf & Wheeler
15. Draft Agreement - TAIT & Associates, Inc.
16. Draft Agreement - Tetra Tech

Respectfully Submitted by: Andrew Nguyen, Assistant Engineer

Concur: Lucho Rodriguez, Deputy City Engineer

Concur: Marnell Gibson, Public Works Director

Noted for Fiscal Impact: Viki Copeland, Finance Director

Legal Review: Mike Jenkins, City Attorney

Approved: Suja Lowenthal, City Manager