

# City of Sacramento

## Legislation Text

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**File #:** 2019-00325, **Version:** 1

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**Title:**

**Professional Services Agreement: Development Engineering Plan and Map Review Services**

File ID: 2019-00325

**Location:** Citywide

**Recommendation:**

Pass a Motion: 1) awarding three professional services agreements for development engineering support services for two years with an option to extend the agreement up to three additional one-year terms, each having a total amount not to exceed \$900,000; and 2) authorizing the City Manager or the City Manager's designee to execute an initial two-year professional services agreement for plan and map review services with a) Interwest Consulting Group, Inc.; b) MRPE; and c) 4Leaf, Inc. for a not-to-exceed amount of \$900,000 per agreement and exercise options to extend the agreement up to three additional one-year terms, with a total amount not to exceed \$900,000, provided there is sufficient funding available in the adopted budgets for the applicable fiscal years.

**Contact:** Jennifer Johnson, Supervising Engineer, (916) 808-7754; Nader Kamal, Interim Engineering Services Manager, (916) 808-7035, Department of Public Works

**Presenter:** None

**Attachments:**

- 1-Description/Analysis
- 2-Professional Services Agreement - Interwest Consulting Group, Inc.
- 3-Professional Services Agreement - MRPE
- 4-Professional Services Agreement - 4Leaf, Inc.

**Description/Analysis**

**Issue Detail:** Due to the current volume of projects with various scope and complexity, the Department of Public Works has a need for third-party professional consultants to support activities within the Development Engineering section. The primary functions of Development Engineering staff include operation of the public counter, map review, and plan review for development projects.

Execution of these professional services agreements will enable staff to meet the level of service goals during peak workloads.

**Policy Considerations:** The recommendations in this report are consistent with economic development objectives and established level of service expectations by the development community. Further, the additional resources are needed to meet the plan review and map review timelines for development projects within the City. City Council approval is required for professional service agreements in amounts of \$100,000 or more.

**Economic Impacts:** None

**Environmental Considerations:** This report concerns administrative activities and government fiscal activities that do not constitute a “project” as defined by the CEQA Guidelines Sections 15378 (b)(2) and 15378(b)(4) and are not subject to the provisions of CEQA (CEQA Guidelines 15060(c)(3)).

**Sustainability:** Not applicable

**Commission/Committee Action:** None

**Rationale for Recommendation:** Additional plan review, map review, and public counter support provided by consultant services are needed to augment staffing levels to meet review timelines and minimize customer wait times at the public counter. By utilizing consultant services, the City will be able to meet its desired customer service goals and avoid delays in permitting and construction.

On September 17, 2018, the Department of Public Works released a Request for Qualifications (RFQ) for the procurement of development engineering support services under Bid # 19151131008. Three proposals were received by the due date on October 3, 2018. All three proposals were reviewed, and all three firms were selected for interviews of key staff. Key staff included the firm’s proposed plan reviewer, map reviewer, and structural engineer. At the conclusion of the interviews, all three firms were selected to enter into a professional services agreement with the City.

Staff recommends award of professional services agreements with Interwest Consulting Group, Inc., MRPE, and 4Leaf, Inc. Each of the agreements will be for two years with optional one-year extensions of up to three years for a total not-to-exceed amount of \$900,000.

**Financial Considerations:** Funding for these agreements will primarily be provided through the collection of plan review and map review fees and deposits through the Private Development Fund (Fund 2018). Consultants will only be used when there is sufficient funding from the level of private development activity to support costs, as the activities assigned under these agreements are assessed through collection of fees based on “full cost recovery”. The consultants may have multiple assignments; however, the aggregate amount for each consulting firm shall not exceed \$900,000.

Purchase orders encumbering funds under these agreements will be created based on projects' needs. Funding for the projects will come from plan review and map review fees collected under Private Development Fund (Fund 2018).

There are no General Funds planned or allocated for this effort.

**Local Business Enterprise (LBE):** MRPE and 4Leaf are both LBE. Interwest is not an LBE, but has partnered with Michael Dequine and Associates on this agreement to meet the minimum LBE participation requirements. Michael Dequine will provide map review and research services.