

# City of Sacramento

## Legislation Text

---

**File #:** 2020-00651, **Version:** 1

---

**Title:**

**Agreement for On-Call Plan Review Services for Fiber and Small Cell Installation [Published for 10-Day Review 06/19/2020]**

File ID: 2020-00651

**Location:** Citywide

**Recommendation:**

Pass a Motion: 1) awarding the Professional Services Agreement for On-Call Plan Review Services for Fiber and Small Cell Installation to 4Leaf, Inc.; and 2) authorizing the City Manager or the City Manager's designee to execute a Professional Services Agreement for On-Call Plan Review Services for Fiber and Small Cell Installation with 4Leaf, Inc. in an amount not to exceed \$3,600,000 for three years and with the option to extend for two additional 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 - 4Leaf, Inc.

**Description/Analysis**

**Issue Detail:** Professional Services Agreements for on-call services are used to provide timely staffing resources for encroachment permit processing and private development application plan reviews during periods of peak workload. On December 1, 2017, the City advertised a Request for Proposals (RFP) for Plan Review Services for Fiber and Small Cell Installation permit applications. The firm 4Leaf, Inc. was selected as the top ranked consulting firm through a competitive selection process and on May 15, 2018, the City entered into an agreement with 4Leaf, Inc. to perform plan review services. In the two years since the initial execution of the plan review contract with 4Leaf, the fiber and small cell program has evolved and expanded significantly.

In April 2020, Ordinance No. 2020-0018 was adopted for new telecommunications standards. Also, in April 2020, the City took over the small cell reservation process that was previously managed by a 3<sup>rd</sup> party consultant. In May 2020, Resolution No. 2020-0114 Approving Small Cell Reservation Fee was passed adding another task for the City to manage as part of the small cell program. With all of above changes, City staff determined that it would be best to advertise a new Request for Proposal (RFP) for on-call professional services to support management of the fiber and small cell program. In order to respond to existing and anticipated volumes of requested encroachment permits, consultant services are proposed to supplement existing City staff capacity for the reservation of the city pole assets, review of plans, issuance of permits, and review of emission reports for each small cell unit.

**Policy Considerations:** The recommendations in this report are consistent with economic development objectives for streamlined processes to leverage emerging technologies and to help provide services more efficiently, meet community needs, and reduce resource consumption.

The Sacramento City Code Section 4.04.020 and Council Rules of Procedure (Chapter 7, Section E.2.d) mandate that unless waived by a two-thirds vote of the City Council, all labor agreements and all agreements greater than \$1,000,000 shall be made available to the public at least ten (10) days prior to City Council action. This item was published for 10-day review on June 19, 2020 as required.

**Economic Impacts:** Not applicable.

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** This report concerns administrative activities and government fiscal activities that do not constitute a “project” as defined by 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:** On May 5, 2020, the Department of Public Works advertised an RFP for Plan Review Services for Fiber & Small Cell Installation. One proposal was received by the due date on May 15, 2020. A selection committee comprised of City staff ranked the proposal and 4Leaf, Inc was selected. Although 4Leaf was the only proposal submitted under the RFP, they have been providing similar services under the 2018 agreement and have already demonstrated a proven track record of performance over the past two years.

Staff recommends that the professional services agreement be executed with 4Leaf, Inc. for a not-to-exceed amount of \$3,600,000 for three years with the option to extend for two additional years. This is needed to augment staffing levels to manage reservation of the city pole assets, meet plan review deadlines, issue permits, and review emission reports for each small cell unit associated with the anticipated upcoming projects. By utilizing consultant services, the City will be able to meet its desired customer service goals and avoid delays in permitting.

The City Council approval is needed to execute the professional services agreement with 4Leaf, Inc.

**Financial Considerations:** Purchase orders encumbering funds under this agreement will be created based on need (number and timing of projects and available funding in those projects). Funding for services will come from plan review and inspection fees collected from carriers for these services. The total amount of this professional services agreement shall not exceed \$3,600,000.

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

**Local Business Enterprise (LBE):** 4Leaf, Inc is an LBE.