



## CITY COUNCIL STAFF REPORT

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**TO:** Honorable Mayor and City Council      **DATE:** June 14, 2021

**FROM:** Matthew Bronson City Manager

**PREPARED BY:** Greg Ray, Public Works Director, City Engineer  
Gabriel Munoz-Morris, Senior Engineer

**SUBJECT:** Approved List of Qualified Consultants for Engineering Design Services

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### **RECOMMENDATION**

Approve the list of qualified consultants for Engineering Design Services related to upcoming Capital Improvement Projects.

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### **BACKGROUND**

The Public Works Department often relies on consultants as a staff resource for priority projects identified by the City Council. This is especially true with major capital projects where consultants typically provide civil engineering design, grant administration, materials testing and construction management services. Other services provided by consultants include geotechnical engineering, landscape architecture, project management, surveying, plan checking, and environmental clearance.

When typically procuring professional services, the department follows the Request for Proposals (RFP) process as outlined in the State Government Code. This process is typically followed to procure each professional service on a project. Per the Government Code the City is required to advertise for proposals in a local publication, review the proposals received and rank the firms based on qualifications. The highest-ranking firm is then selected and the City enters into price negotiations with that firm. If unsuccessful in negotiating a fair contract price, the City begins negotiations with the second-place firm and so on until a contract can be awarded. This process requires a great deal of staff time and resources while significantly impacting project schedules and staff's ability to complete multiple projects.

In 2015, in an effort to expedite the delivery of projects and reduce staff time and costs associated with the procurement of professional services, Council established an approved list of qualified consultants to provide various consulting services for projects identified in the City's Capital Improvement Program. The Government Code allows the City to use this process to prequalify professional consulting firms and individuals, create a short list of those most qualified, and then directly solicit price and scope proposals from the qualified list. Staff recommended that the list be updated approximately every three years. On May 24, 2021, Council approved updated lists for qualified consultants for construction management and geotechnical engineering services. Staff is now seeking to create a similar list for professional engineering design services and specifically is recommending the creation of separate lists for water, wastewater, and stormwater design projects, street and roadway design projects, and park and landscaping design projects.

The Public Works Department published a Request for Qualifications (RFQ) on April 8, 2021 to gather Statements of Qualifications (SOQs) from firms interested in providing professional services in each of the three categories identified above. This process, as well as the consultant proposal review and selection process, adheres to the new Public Works Professional Service On-Call List Procedure which establishes guidelines for staff to advertise on-call contracts, select qualified firms, and equitably rotate work among selected firms. Once Council establishes these lists of approved consultants, staff can seek cost and scope proposals for design services from consultants on the approved lists. Being included on the list does not guarantee that a consultant will receive any assignments as the volume of work assigned to an approved consultant is dependent on the consultant's qualifications and availability as they relate to a specific project.

The RFQ closed on May 6, 2021 and SOQs were received from 17 total firms which represented a strong response to the RFQ process. 12 firms proposed for water, wastewater, and stormwater design services while 12 firms proposed for street and roadway design services and five firms proposed for park and landscaping design services. A panel of City staff evaluated the proposals independently and then met to discuss the proposals and rank them. The SOQs were ranked based on the advertised criteria, as per Government Code Section 4526 which states:

*“Notwithstanding any other provision of law, selection by a state or local agency head for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required.*

Staff's recommendations are based on criteria that seeks to identify the following items:

- Qualifications and experience of the firm
- Qualifications and experience of the employees identified
- Past experience with projects of similar size and scope
- Capability to meet milestone and budget requirements
- Experience with Caltrans Standard Specifications and Standard Drawings which are used as the reference standards to the adopted City standards
- Any specialized project needs, such as experience with specific techniques of pavement rehabilitation proposed for the City's street projects.

While all consultants who submitted SOQs had varying levels of qualifications, staff recommends limiting the list to the firms identified in the tables on the following page. This recommendation provides for redundancy in available service, increases the likelihood that all selected consultants will complete some level of work for the City, and assures that chosen consultants are well qualified to complete the work without additional assistance from City staff. While staff recommends limiting the list of approved consultants to up to five, the streets and roadways on-call list is recommended to be larger than the others due to the large volume of work that the City anticipates in this category over the next several years.

The following tables indicate staff's recommendations for the list of qualified consultants along with related notes for all three design service areas:

**Table 1 Water, Wastewater, and Stormwater Design Services**

<b>Firm Name</b>	<b>Notes</b>
MKN	Currently performs well for the City; extensive experience and qualifications
WSC	Currently performs well for the City; extensive experience and qualifications
Cannon	Extensive experience and qualifications demonstrated
Wallace	Extensive experience and qualifications demonstrated

*Firms not selected: GHD, NCE, BKF, RICK, DPSI, GTA, RRM, and Adair.*

**Table 2 Street and Roadway Design Services**

<b>Firm Name</b>	<b>Notes</b>
RICK	Currently performs well for the City; extensive experience and qualifications
Cannon	Extensive experience and qualifications demonstrated
AKA	Currently performs well for the City; extensive experience and qualifications
GHD	Extensive experience and qualifications demonstrated
BKF	Extensive experience and qualifications demonstrated
NCE	Currently performs well for the City; extensive experience and qualifications
Wallace	Extensive experience and qualifications demonstrated

*Firms not selected: RRM, DPSI, GTA, Firma, and KTUA.*

**Table 3 Park and Landscaping Design Services**

<b>Firm Name</b>	<b>Notes</b>
RRM	Extensive experience and qualifications demonstrated
Oasis	Extensive experience and qualifications demonstrated
Firma	Extensive experience and qualifications demonstrated
Wallace	Extensive experience and qualifications demonstrated

*Firm not selected: KTUA.*

Staff would note that consultants not recommended for each list are not precluded from working with the City. The City reserves the right to bypass these lists for specific projects that are deemed more appropriate for a traditional RFP consultant selection process. This is typically the case for highly unique or specialized projects. Firms that did not make the list due to limited experience or resources identified can be provided opportunities on smaller projects which would allow them to gain experience and skills necessary to be included on future lists.

Once Council approves this list of qualified consultants, the consultant selected to perform work under contract with the City using the City's Consultant Services Agreement will agree to provide services based on hourly rates identified in their SOQ. The City will negotiate separate scope and fee estimates for each project. This methodology reduces time and staff resources necessary to procure consulting services since the consultant's qualifications have already been determined, all the terms and conditions of the contract are mutually approved, and the consultant's insurance information is on record.

**FISCAL IMPACT**

No costs are associated with the recommend action. Costs will be incurred for specific projects and services in compliance with the Council-approved budget. These new on-call lists for

engineering design services will save time and City-funds while streamlining project delivery on projects identified in the Capital Improvement Program.

### **ALTERNATIVES**

The Council has the following alternatives to consider:

1. Approve the recommended lists of qualified engineering design consultants related to upcoming Capital Improvement Projects; or
2. Do not approve recommended lists and provide additional direction to staff.

### **PUBLIC NOTIFICATION**

The agenda was posted in accordance with the Brown Act.

### **Attachments**

1. Approved List of Qualified Design Consultants

**CITY OF GROVER BEACH  
APPROVED LIST OF QUALIFIED CONSULTANTS  
FOR  
PROFESSIONAL WATER, WASTEWATER, AND STORMWATER DESIGN, STREET AND  
ROADWAY DESIGN, AND PARK AND LANDSCAPING DESIGN SERVICES**

**WATER, WASTEWATER, AND STORMWATER DESIGN:**

**MKN**

530 PAULDING CIR  
ARROYO GRANDE, CA 93420

**WSC**

805 AEROVISTA PLACE, SUITE 201  
SAN LUIS OBISPO, CA 93401

**CANNON**

1050 SOUTHWOOD DRIVE  
SAN LUIS OBISPO, CA 93401

**WALLACE**

612 CLARION COURT  
SAN LUIS OBISPO, CA 93401

**STREET AND ROADWAY DESIGN:**

**CANNON**

1050 SOUTHWOOD DRIVE  
SAN LUIS OBISPO, CA 93401

**GHD**

669 PACIFIC STREET, SUITE C  
SAN LUIS OBISPO, CA 93401

**RICK**

1160 MARSH STREET, SUITE 150  
SAN LUIS OBISPO, CA 93401

**WALLACE**

612 CLARION COURT  
SAN LUIS OBISPO, CA 93401

**NCE**

725 CRESTON ROAD, SUITE C  
PASO ROBLES, CA 93446

**AKA**

PO BOX 3470  
SHELL BEACH, CA 93448

**BKF**

285 SOUTH STREET, SUITE A  
SAN LUIS OBISPO, CA 93401

**PARK AND LANDSCAPING DESIGN:**

**RRM**

3765 SOUTH HIGERA ST, SUITE 102  
SAN LUIS OBISPO, CA 93401

**OASIS**

3427 MIGUELITO COURT  
SAN LUIS OBISPO, CA 93401

**FIRMA**

187 TANK FARM ROAD, SUITE 230  
SAN LUIS OBISPO, CA 93401

**WALLACE**

612 CLARION COURT  
SAN LUIS OBISPO, CA 93401