



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** November 22, 2021

FROM: Matthew Bronson, City Manager

PREPARED BY: Greg Ray, Public Works Director/City Engineer
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SUBJECT: On-Call Professional Design Service Authority Designation

RECOMMENDATION

Authorize the City Manager or their designee to execute Agreements for Consultant Services with on-call design firms for up to \$300,000 for design services on Capital Improvement Projects.

BACKGROUND

A long-standing direction of the City Council is to find ways to streamline the delivery and completion of capital projects. A process that staff has identified for possible improvement is how project design services are procured. The new on-call design consultant lists have accelerated project delivery by avoiding delays associated with preparing, advertising, and reviewing proposals for Requests for Proposals. Building on this change, staff now recommends revising the way consultants are authorized to begin work on design of a capital project. Currently, staff prepares an agenda item for Council approval upon selection of an on-call design consultant for routine projects. This process can delay commencement of design for a project by several weeks given the timing of Council meetings and preparation of materials.

To accelerate the design process, staff is recommending that Council authorize the City Manager or their designee to execute agreements for consultant services for Capital Improvement Program (CIP) projects of up to \$300,000 when proposals are requested from design firms on the City's on-call Professional Design Services list. This amount would include design services for most routine CIP project design services with larger, more complex, or unique projects exceeding \$300,000 in design services continuing to require Council action to award a contract. Staff will notify the Council when such a design services contract was executed by the City Manager. This action would mirror the authorization given by Council on May 24, 2021, to the City Manager or their designee to execute Agreements for Consultant Services for construction management and geotechnical contracts of up to \$400,000 per contract.

Staff would continue its detailed process currently in place to review design proposals. The intent of this action is to allow for a more streamlined project delivery process for routine capital projects while still maintaining the role of Council approval where needed for unique, challenging, or specially designated projects.

FISCAL IMPACT

There is no fiscal impact associated with this action.

ALTERNATIVES

The Council has the following alternatives to consider:

1. Authorize the City Manager or their designee to execute Agreements for Consultant Services with on-call design firms for up to \$300,000 for design services on Capital Improvement Projects; or
2. Provide alternative direction to staff.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.