



## MEMORANDUM

**TO:** City Council

**FROM:** Bill Robeson, Assistant City Manager/Public Works Director

**BY:** Shannon Sweeney, City Engineer

**SUBJECT:** Approval of a Two-Year Extension to On-Call Consultant Services Agreements in Sixteen Disciplines for Support to the Community Development and Public Works Departments

**DATE:** July 23, 2024

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### **RECOMMENDATION:**

- 1) Authorize the City Manager to extend agreements for two years between the City and 41 consultants currently on the City's on-call list for consultant services for the Community Development and Public Works Departments, subject to minor modifications determined to be necessary and appropriate by the City Attorney; and
- 2) Make findings that executing extension letters with consultants with whom the City already has active on-call contracts is not a project subject to the California Environmental Quality Act (CEQA) because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.)

### **IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:**

No costs are associated with extending existing on-call agreements. Costs will be incurred for specific projects and services in compliance with the approved budget and City's purchasing policy requirements.

### **BACKGROUND:**

On March 12, 2021, the City issued a Request for Qualifications for On-Call Professional Consulting Services in sixteen disciplines. On April 29, 2021, the City received qualified Statement of Qualifications from 57 firms. Because most firms proposed on more than one discipline, the City received a total of 158 individual proposals. Each of the proposals were ranked by City staff based on the following publicly advertised criteria:

1. Understanding of the work related to the specific discipline (30%).
2. Demonstrated competence, professional qualifications and availability of proposed staff to be assigned (30%).

**Item 9.g.**

## City Council

### Approval of a Two-Year Extension to On-Call Consultant Services Agreements in Sixteen Disciplines for Support to the Community Development and Public Works Departments

July 23, 2024

Page 2

3. Recent experience in successfully performing similar services (30%).
4. Overall proposal completeness, quality, clarity, responsiveness and methodology (10%).

On [July 27, 2021](#), City Council approved on-call services agreements with 41 consultants in 16 disciplines for support to the Community Development and Public Works Departments.

#### **ANALYSIS OF ISSUES:**

The intent of the on-call program is to provide an efficient and cost-effective mechanism for the City to secure consulting services to conduct City business in a manner consistent with the City's purchasing policy. The number of consultants in a given expertise area is large enough to provide redundancy of services and increases the likelihood of the City receiving competitive proposals for a specific project, while small enough to provide opportunities for all selected consultants to complete some level of work for the City.

With this program in place, when a need arises, staff prepare a project specific request for proposals from the consultants. The consultants review the request and provide a proposal for work activities and associated costs. Staff evaluate the proposed work plan and cost and then select the proposal that meets the City's needs. If the proposal cost is within the City Council approved project or service budget, the City issues a purchase order for this work and directs the consultant to proceed with work. Once the consultant begins work, the contract period does not expire until the consultant has completed the purchase order work.

Existing agreements have a three (3) year term that began August 1, 2021, with an option to allow an additional two (2)-year extension, with City Council approval. The two (2) year extension term, if approved, would begin on August 1, 2024, and end August 1, 2026, when a new on-call program agreement will be presented to the City Council for consideration prior to expiration. This program has been highly effective, and staff recommends that the City Council approve the two-year extension to agreements for those consultants wishing to continue participating in the City's on-call program.

#### **ALTERNATIVES:**

The following alternatives are provided for the Council's consideration:

1. Approve staff's recommendations;
2. Modify and approve staff's recommendations;
3. Do not approve staff's recommendations; or
4. Provide other direction to staff.

**Item 9.g.**

**City Council**

**Approval of a Two-Year Extension to On-Call Consultant Services Agreements in Sixteen Disciplines for Support to the Community Development and Public Works Departments**

**July 23, 2024**

**Page 3**

**ADVANTAGES:**

Approving a two (2) year extension to the existing on-call agreements will continue to allow the City to provide high quality services and projects within a reasonable time period at reasonable costs. Cost savings to the City will continue to occur because being able to choose consultants from the on-call list streamlines the process of securing consulting services, which would otherwise require producing and distributing requests for proposals, evaluating submitted proposals, selecting consultants, and preparing contracts and reports for multiple projects.

Establishment of on-call service agreements does not preclude the City from obtaining consultant services through the formal Request for Proposals (RFP) process for specific project needs or specialty work, and City will continue to monitor total expenditures to ensure compliance with City's purchasing policy requirements.

The recommended action includes language authorizing the City Attorney to make minor modifications to an agreement when such modifications are requested and determined to be necessary and appropriate, as oftentimes a consultant will request or require a minor modification to insurance or other provisions.

**DISADVANTAGES:**

Some new consultants who have established themselves in the area in the last three years or other consultants who wish to be added to the City's on-call list will not have the opportunity to do so at this time. Since the original agreement only allowed for one two (2) year extension, the opportunity for other consultants to apply to be added to the City's already extensive list of on-call consultants will be available in two years, at the end of this two-year extension.

**ENVIRONMENTAL REVIEW:**

Executing extension letters with consultants with whom the City already has active on-call contracts is not a project subject to the California Environmental Quality Act (CEQA) because it has no potential to result in either a direct, or reasonably foreseeable indirect, physical change in the environment. (State CEQA Guidelines, §§ 15060, subd. (c)(2)-(3), 15378.

**PUBLIC NOTIFICATION AND COMMENTS:**

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2.

**ATTACHMENTS:**

1. Extension Letter Template
2. On-call Services Company List