



DATE: August 5, 2024

TO: Mayor and Members of the City Council  
President and Members of the EMID Board of Directors

VIA: Stefan Chatwin, City/District Manager  
Marlene Subhashini, Assistant City/District Manager

FROM: Andrew Brozyna, Public Works Director/City Engineer  
Laura Galli, Engineering Manager

DEPARTMENT: Public Works

SUBJECT: TASK ORDER CSG-2024-02 WITH CSG CONSULTANTS, INC.  
FOR ON-CALL PROFESSIONAL ENGINEERING AND  
TEMPORARY STAFF AUGMENTATION SERVICES IN THE  
AMOUNT OF \$100,000 FOR CITY/DISTRICT PROJECTS; AND  
FINDING APPROVAL EXEMPT FROM THE CALIFORNIA  
ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA  
GUIDELINES § 15061(b)(3))

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## RECOMMENDATION

It is recommended that the City Council/EMID Board adopt the attached resolutions approving Task Order CSG-2024-02 with CSG Consultants, Inc. (CSG) in the amount of \$100,000 for projects that are non-reimbursable (“City Projects”) for on-call professional engineering and temporary staff augmentation services under the Master Professional Civil Engineering Services Agreement dated July 18, 2022; and finding approval of the Task Order exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines § 15061(b)(3).

## EXECUTIVE SUMMARY

Task Order CSG-2024-02 will provide on-call professional engineering and temporary staff augmentation services by CSG, for the not to exceed amount of \$100,000 for City Projects. Approving this Task Order will provide augmented staffing to enable the Engineering Division to meet deadlines and to facilitate progress on tasks, programs and

projects, such as managing capital improvement projects, the stormwater program, building permit reviews, and other services as needed.

## BACKGROUND/ANALYSIS

On July 18, 2022, the City Council/EMID Board adopted Resolution Nos. 2022-87 and 3665 approving a Master Professional Civil Engineering Services Agreement with CSG for a three-year term, under which the City/District can access on-call professional engineering services to carry out a specific task or project with the approval of a Task Order by the City/District Manager or City Council/EMID Board (depending upon the scope of the task).

Under the Master Agreement, six Task Orders have been issued to CSG as follows:

- CSG-2022-01 on August 1, 2022 in the amount of \$100,000 for staff augmentation services for private land development review, building permit review, CIP assistance and other services as needed;
- CSG-2022-02 on August 25, 2022 in the amount of \$10,000 for NPDES Program assistance and Preparation of the Annual NPDES Report;
- CSG-2022-03 on October 11, 2022 in the amount of \$10,000 for materials testing services for the CIP 301-697 paving project;
- CSG-2023-08 on April 3, 2023 in the amount of \$112,200 to provide daily inspection and construction support services for CIP 301-703 and CIP 301-702 Street Rehabilitation and Park Pathways Projects;
- CSG-2023-09 on June 5, 2023 in the amount of \$250,000 for staff augmentation services to perform review of permit applications for 60 wireless permit installations, building permit reviews, land development review, project management support for CIP 405-704 Water Transmission and Distribution Systems Improvements, project management support for CIP 455-705 Emergency Generator Replacements Project, and inspection services for CIP 327-657 Levee Improvements Project; and
- CSG 2024-01 on July 15, 2024 in the amount of \$198,940 for construction management, inspection services and materials testing services for CIP 716 – Street Rehabilitation and Park Pathway Restoration Project, starting construction next month.

The City/EMID's Engineering Division has experienced several vacancies; the most recent vacancies were created at the end of November 2023. Since April 2023, the Engineering Division has successfully recruited two (2) assistant engineers and one (1) associate engineer (that should be starting within the next couple of months). New employees will require onboarding time to learn the department's various programs and processes.

Onboarding and education will require support from the Division's senior personnel. CSG Consultants, Inc. has been providing general staff augmentation services under the Master Professional Civil Engineering Services Agreement since August 1, 2022 and can assist with this transition. Specifically, CSG is managing two projects, CIP405-704 (Large

Water Meter Replacements Project) and CIP455-705 (Emergency Generator Replacements Project) under the current Task Order while recruitment efforts have been ongoing. These projects require intricate knowledge of City systems that would be challenging to replace quickly. The continued provision of CSG's staff augmentation services will facilitate the transition of workload to new employees.

As the Engineering Division is anticipated to be fully staffed within the next couple of months, future planning within the Division will focus on reducing augmentation services and fully utilizing its newest staff members once onboarding is complete.

The proposed Task Order assumes that the assigned work will be performed by an Associate Engineer or lower. The Associate Engineer rate is \$200 per hour. The Division's on-call services budget and funding from any CIPs supported is anticipated to be adequate to pay for non-reimbursable project costs up to the \$100,000 task order limit. CSG has demonstrated that it is well qualified to perform the work necessary to support the department's programs and projects.

## CEQA

The Resolutions approving the Task Order are not subject to review under the California Environmental Quality Act (CEQA) pursuant to Public Resources Code Section 21000, et seq. and the CEQA Guidelines (14 Cal. Code Regs. §§ 15000 et. seq.), including without limitation, Public Resources Code section 21065 and California Code of Regulations 15378 as this is not a "project" that may cause a direct, or reasonably foreseeable indirect, physical change in the environment and if a "project," is exempt under the "common sense" exception (14 Cal. Code Regs. § 15061(b)(3)) because it can be seen with certainty that there is no possibility that this action may have a significant effect on the environment.

## FISCAL IMPACT

Task Order CSG-2024-02 sets a not-to-exceed limit of \$100,000 for work completed for City Projects. Funding is available in the Engineering Division On-Call Engineering Services budget, and CIP project funds.

## CITY COUNCIL VISION, MISSION, AND VALUE/PRIORITY AREA

Staff Empowerment and Operational Excellence

### ATTACHMENTS:

Attachment 1 – City Resolution

Attachment 2 – EMID Resolution

Attachment 3 – Task Order CSG 2024-02