



DATE: August 5, 2024

TO: Mayor and Members of the City Council President and Members of the Estero Municipal Improvement District (EMID) Board of Directors

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

FROM: Andrew Brozyna, Public Works Director/City/District Engineer
Laura Galli, Engineering Manager
Ryan Marquez, Senior Civil Engineer

DEPARTMENT: Public Works

SUBJECT: AWARD OF NINETEEN (19) MASTER AGREEMENTS WITH SELECTED CONSULTANTS FOR PROFESSIONAL ON-CALL CONSTRUCTION MANAGEMENT, ARCHITECTURAL ENGINEERING, LANDSCAPE ARCHITECTURE, GEOTECHNICAL ENGINEERING, CORROSION/CATHODIC PROTECTION ENGINEERING, AND COST ESTIMATION SERVICES

RECOMMENDATION

It is recommended that the City Council/EMID Board of Directors (City Council) adopt the attached resolutions authorizing:

1. The Mayor/President to execute nineteen (19) master agreements for a three-year term for professional on-call services in Construction Management and Inspection, Architectural Engineering, Landscape Architectural, Geotechnical Engineering, Corrosion/Cathodic Protection Engineering, and Cost Estimation services; and
2. Staff to issue task orders for a not-to-exceed amount for City funded projects as outlined in the City's procurement policy, and without limitation for non-City funded projects (those that support private land development review which are reimbursed by the developer or private utility company); and

3. The City/District Manager (City Manager) to extend the agreement on a yearly basis for up to two additional years.

EXECUTIVE SUMMARY

The Public Works Engineering Division is responsible for the delivery of the City's Capital Improvement Projects (CIPs). The Department uses consultants on CIP projects, private development projects, and for on-call professional services as needed. On call services provided assist staff in specific areas of technical and professional expertise. The approval of the attached master agreements will provide professional consultant support for current and future CIPs as well as supporting ongoing programs including land development review overseen by the Engineering Division.

The proposed action is consistent with the City's Purchasing Policy. Use of multi-year master agreements assists the timely delivery of Capital Improvement Projects and other programs/projects to maintain the City's infrastructure and levels of service by augmenting staff resources experiencing higher demand. It also serves as a risk management tool to quickly address emergencies, shifting priorities, and staff vacancies. The authorization of this master agreement does not award any work to any of these firms; it establishes the firms as approved resources from which to seek professional services as needs are identified. Following execution of the master agreements, staff will request cost information and a scope of work from firms in their respective disciplines as needs arise. For non-City funded projects and tasks such as those that support private land development review which are reimbursable, the costs of any services would be authorized at the staff level and would be "passed through" to the developer or utility company. For City funded projects, if the cost of any scope of work exceeds the City Manager's purchasing authority, staff will bring the task order to the City Council prior to authorizing the work to proceed.

BACKGROUND

The City utilizes consultants for professional engineering services and other specialty professional services on CIPs and private land development projects, to support the operations of the Public Works Department as a standard practice. Services provided assist staff in specific areas of technical and professional expertise.

At its September 18, 2023 Council meeting, the City Council/EMID Board adopted Resolutions No. 2023-92 and 3745 authorizing staff to issue the request for proposal/qualifications (RFP/Q) and initiate the consultant selection process for the following on-call services: Construction Management and Inspection, Architectural Engineering, Landscape Architecture, Corrosion Engineering, Cost Estimation, and Geotechnical Engineering. The RFP/Q was posted on the Foster City website, was distributed to over 100 engineering and specialty consulting firms, and an agency that advertises projects for the benefit of consultant clients. The City received fifty five (55) total proposals. An evaluation committee consisting of Engineering, Parks & Recreation, and Public Works Maintenance staff reviewed and scored the proposals for

their area(s) of expertise. The selected firms have been determined well qualified, in addition to meeting the criteria established by the RFP/Q.

There are 39 currently funded and 28 future planned CIP projects identified in the City's FY 23-24 5-year CIP with 4 new projects added in FY24-25. The City Council has consistently authorized the use of consultant support services to enhance the level of expertise available to staff to deliver the City's Capital Improvement Program and support private land development review.

ANALYSIS

The City's Public Works Department is responsible for planning, building, and maintaining the City's infrastructure. The Department is comprised of administration and engineering; streets and traffic signal maintenance; water, wastewater, and stormwater maintenance and operations; levee and lagoon maintenance and operations; facilities maintenance operations; solid waste operations; as well as managing the park system's CIP. The Public Works Engineering Division is responsible for the management and delivery of the City's Capital Improvement Program for all the critical City Infrastructure managed by each of these operating divisions.

Master agreements are an efficient tool to provide technical staff support and reduce the time required to identify qualified firms while adhering to City/District Purchasing Policy. This enables the City/District to respond quickly to needs by utilizing a consulting firm's services on an as-needed basis for a specific activity. These services are temporary and obtained only for the length of time needed to complete the tasks and/or project.

A master agreement that involves on-call professional services only provides a list of qualified and vetted consulting firms. Once a master agreement is in place with the firm identified, staff interacts with these firms on an as-needed basis to find the most appropriate level of expertise and knowledge to carry out a specific task or project.

Staff requests approval of two (2) to seven (7) agreements within each discipline to ensure availability of on-call personnel and commensurate with expected amount of work, as well as to provide the City with additional depth of resources and expertise to draw upon. These firms often have limited staff serving many jurisdictions and therefore contracting with only one firm could slow down response times. Each of the selected firms has experience providing similar services to municipalities around the Bay Area. Furthermore, within the group recommended for award there are three minority owned businesses, eight small businesses, one women owned business, and one disadvantaged business.

Construction Management (CM) & Inspection

The City has been experiencing an increase in the number of Capital Improvement Projects and other construction projects in the City's 5-year CIP. The construction of

most of these CIP projects requires construction management, material testing, and part-time to full-time inspection services. To date, City staff has performed its own construction management and inspection services (with the exception of the Levee project). In order to save time and money, and with the current construction management workload, the approval of CM firms in specialized areas, would help provide the necessary resources to more efficiently deliver the City's CIP program. The selected firms (Conzor PMCM, Mark Thomas, Park Engineering, CSG, MCK Americas, ANCHOR, and GHD) shall provide the following services:

1. Construction management, project management, monitoring, administration, and coordination services.
2. Construction inspection services of varying complexity
3. Design document review for coordination, constructability, and completeness
4. Cost estimation of construction documents and construction changes
5. Construction claim avoidance and resolution
6. Federal-aid construction and administration requirements (desired but not required).
7. Coordinating and reviewing materials
8. Materials Testing and specialty inspection and testing services
9. Storm Water Quality Inspections/ SWPP inspection and monitoring
10. Public Relations/Project Outreach
11. Project Closeout including Warranty Inspections

Architectural Engineering

The selected firms (Interactive Resources, Inc. & Salas O'Brien) shall provide the following services:

1. Building inspection and project scoping services
2. Preparation of construction contract documents
3. Preparation of detailed construction cost estimates
4. Performing technical review of another consultant's work product.
5. Providing construction support services
6. Other On-Call Services

Landscape Architectural

The selected firms (Callander Associates, Carducci Associates, & Verde Design) shall provide the following services:

1. Parks Condition Assessments
2. Parks/Trails Master Planning
3. Playground Equipment Inspections
4. Feasibility Studies
5. Preparation of detailed construction cost estimates
6. Schematics and Renderings
7. Peer Review of PS&Es Prepared by Others
8. Preliminary Design
9. Final Design PS&Es

10. Grant Writing and Application Preparation
11. Public Bidding and Construction Phase Services
12. Other On-Call Services

Geotechnical Engineering

The selected firms (ENGEO, Haley & Aldrich, & Langan) shall provide the following services:

1. Peer review of geotechnical engineering reports
2. Site Investigations
3. Geologic Investigations
4. Soils and Asphalt Pavement Borings
5. Laboratory Testing
6. Non-destructive & destructive Testing
7. Prepare Geotechnical Reports
8. Pavement Section Design Alternatives
9. Retaining Wall Design Parameters
10. Shoring Design
11. Grading Observations
12. Other On-Call Services

Corrosion Engineering

The selected firms (Alisto Engineering Group & Corrpro) shall provide the following services:

1. Conduct Preliminary Design
2. Prepare Construction Contract Documents and Estimates
3. Provide Bidding and Construction Support
4. Cathodic Protection Program Evaluation and Review
5. Prepare Record Drawings and Warranty Inspection
6. Field Monitoring, Testing, Reporting, and Maintenance.

Cost Estimation

The selected firms (MCK Americas & MicroEstimating) shall provide the following services:

1. Prepare project cost estimates on a variety of CIP projects with differing level of work completed from initial project budgeting to final construction cost estimation.
2. Review project cost estimates on a variety of CIP projects with differing level of work completed from initial project budgeting to final construction cost estimation.

Selected firms will work under the Engineering Manager and the respective Project Engineers. A letter proposal will be requested from a firm when services are required. The letter proposal will set forth the scope, fee, personnel, and time of performance for

the task. Staff will review the letter and negotiate scope and fee. The letter proposals will be approved through a task order under the master agreement for a not-to-exceed amount for City funded projects ; and without limitation for non-City funded projects such as those that support private land development review which are reimbursable and costs “passed through” to the developer or utility company.

The master agreement includes the same language as the City’s standard professional services agreement, and will specify the billing rates, personnel to be assigned, and other terms as identified in the City’s standard professional services agreement. The master agreement has been reviewed by the City Attorney. Each agreement will be for three years from August 5, 2024 through August 4, 2027, with an option to extend yearly for up to two additional years.

A large majority of Capital Improvement Projects will utilize one or more of these contracts for design and construction services. Priority projects that are expected to utilize these contracts in the next year include: Lift Station 59 Effluent Improvements Project (455-695), Emergency Generator Replacement (455-705), Fuel Systems Improvement Project (301-700), Median Modifications – Foster City Blvd. at Chess Drive (301-635), Road Improvements at Foster City Blvd. at Chess Drive (301-637), Renovate Elevators in City Buildings (301-708), and Install Rear Security Gates (301-707).

California Environmental Quality Act

This action is categorically exempt pursuant to the adopted Guidelines for the Implementation of the California Environmental Quality Act, Section 15061(b)(3), in that it can be seen with certainty that there is no possibility that this action will have a significant effect on the environment and does not involve approval of any specific project that may have a significant effect on the environment.

FISCAL IMPACT

The authorization of the attached master agreements would not result in a direct expenditure of City resources. Tasks would be assigned through the master agreement to meet the needs and demands identified for each future fiscal year through the adoption of the annual operating budget and the Capital Improvement Program.

The contract amount for services would be identified for each project, depending on the scope of work/services, and the number and type of professionals/technicians used. The costs of these services are budgeted in the operating program or capital project for which the services are needed or paid for by the fees obtained from developers for any work associated with land development projects. No additional appropriations are requested at this time. If a scope of work exceeds the City Manager’s authority of \$50,000, staff will return to the City Council to seek approval to award the task. Tasks that support private land development review are reimbursable, and the costs of these

services would be authorized at staff level. Staff collects a deposit from the developer based on the negotiated proposal amount prior to the work being performed.

CITY COUNCIL VISION, MISSION, AND VALUE/PRIORITY AREA

Facilities and Infrastructure

ATTACHMENTS:

- Attachment 1 - City Resolution
- Attachment 2 - EMID Resolution
- Attachment 3 - Master Agreement Construction Management – Consor PMCM
- Attachment 4 – Master Agreement Construction Management – Marks Thomas
- Attachment 5 – Master Agreement Construction Management – Park Engineering
- Attachment 6 – Master Agreement Construction Management – CSG
- Attachment 7 – Master Agreement Construction Management – MCK Americas
- Attachment 8 – Master Agreement Construction Management – ANCHOR
- Attachment 9 – Master Agreement Construction Management – GHD
- Attachment 10 – Master Agreement Architectural Engineering – Interactive Resources, Inc.
- Attachment 11 – Master Agreement Architectural Engineering – Salas O'Brien
- Attachment 12 – Master Agreement Landscape Architecture – Callander Associates
- Attachment 13 – Master Agreement Landscape Architecture – Carducci Associates
- Attachment 14 – Master Agreement Landscape Architecture – Verde Design
- Attachment 15 – Master Agreement Geotechnical – ENGEO
- Attachment 16 – Master Agreement Geotechnical – Haley & Aldrich
- Attachment 17 – Master Agreement Geotechnical – Langan
- Attachment 18 – Master Agreement Corrosion/Cathodic – Alisto Engineering Group
- Attachment 19 – Master Agreement Corrosion/Cathodic – Corrpro
- Attachment 20 – Master Agreement Cost Estimation – MCK Americas
- Attachment 21 – Master Agreement Cost Estimation – MicroEstimating