



DATE: September 18, 2023

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, Director of Public Works  
Laura Galli, Engineering Manager  
Ryan Marquez, Senior Civil Engineer

DEPARTMENT: Public Works

SUBJECT: REQUEST FOR PROPOSALS AND/OR QUALIFICATIONS FOR PROFESSIONAL SERVICES FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES, ARCHITECTURAL ENGINEERING, LANDSCAPE ARCHITECTURE, WATER AND WASTEWATER ENGINEERING, CORROSION ENGINEERING, COST ESTIMATION, AND GEOTECHNICAL ENGINEERING SERVICES

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## RECOMMENDATION

It is recommended that the City Council/EMID Board of Directors adopt the attached resolutions approving the issuance of a Request for Proposals and/or Qualifications for Professional Services (RFP) for Construction Management and Inspection Services, Architectural Engineering, Landscape Architecture, Water and Wastewater Engineering, Corrosion Engineering, Cost Estimation, and Geotechnical Engineering professional services.

## EXECUTIVE SUMMARY

The Public Works Engineering Division is responsible for the delivery of the City's Capital Improvement Program for all City & EMID Infrastructure which includes 39

currently funded and 28 future planned Capital Improvement Projects (CIPs) over the next five (5) years. The purpose of this RFP is to create a list of qualified Consultants to perform work on CIP or other projects approved by the City Council, EMID Board of Directors, City Manager, and/or District Manager through fiscal year 2028-2029 and/or perform tasks that are identified on a case-by-case base for a base term of three (3) years which, at the discretion of the City/EMID, may be extended an additional two (2) years for a maximum contract duration of five (5) years.

On June 20, 2023, the City Council adopted the FY 23-24 budget, maintaining the current engineering staffing levels and authorizing staff to hire consultant support services to assist with the delivery of these projects. The approval of the attached RFP is the first step to initiate the consultant recruitment process and contract with qualified consultants to provide the professional expertise required. Submittals in response to the RFP are due in accordance with the submittal deadlines shown on the cover sheet of the RFP. Upon receipt of the submittals, staff will evaluate, interview, negotiate, and recommend for award of a professional services agreement with the most qualified consultants. Staff intends to bring the execution of the agreements for the City Council/EMID Board of Directors consideration and approval in December 2023. Funding for these services will be provided through the budgets established for each CIP, the line-item operating budget, and/or reimbursed by developers and permittees based on the work to be performed.

## BACKGROUND

The City/EMID utilizes consultants for professional engineering services and other specialty professional services on CIP projects and private development projects. Services provided assist staff in specific areas of technical and professional expertise. Consultants are solicited through an open and competitive RFP process. The RFP process is used to identify consulting firms with the necessary background and experience to provide services as well as making certain the cost for services is competitive.

The City/EMID currently has 67 CIPs in the five-year Capital Improvement Program. The projects require various types of professional services and areas of expertise. In the past, the City/EMID typically issued an RFP to select one consultant for work on one CIP. This process can take months to complete and can significantly slow a project's progress.

The City/EMID has previously entered into a similar on-call professional services agreement. On May 16, 2022, the City/EMID adopted Resolutions No. 2022-53 and 3648, approving a contract for on-call Architectural and Building Engineering professional services. On July 18, 2022, the City/EMID adopted Resolutions No. 2022-87 and 3665, approving on-call contracts for Civil Engineering, Land Surveying, Mapping, Right-of-Way Engineering, and Traffic and Transportation professional services. On October 17, 2022, the City/EMID adopted Resolutions No. 2022-123 and 3686, approving on-call contracts for Environmental and Material Testing Services.

The intent of this RFP is to establish a pool of qualified consultants to provide the necessary professional services in additional engineering and related disciplines to supplement the on-call professional services that the City/EMID currently have retained. Larger scale and more unique projects would still utilize RFPs to identify and retain professional service providers, while this list would be used for more routine projects and services.

## ANALYSIS

The Public Works Engineering Division is responsible for the management and delivery of the City's Capital Improvement Program for all the critical City & EMID Infrastructure managed by the Public Works Department and Parks Division, which include buildings, parks, stormwater, lagoons, levees, streets, traffic signals, water, and wastewater.

The attached RFP provides for qualifying a group of firms for Construction Management and Inspection Services, Architectural Engineering, Landscape Architecture, Water and Wastewater Engineering, Corrosion Engineering, Cost Estimation, and Geotechnical Engineering services. The categories help address the professional services required for the new and ongoing CIPs identified in the proposed FY 2023-2024 Annual Budget, as well as support for land development projects.

The RFP supplements the staff of the City's Public Works Engineering Department in the following areas: plan check and inspection of land development related projects; construction management and inspection for CIP Projects; on-going specialized infrastructure assessment and testing; and design of CIPs for buildings, parks, water, wastewater, and stormwater systems.

Staff will review and grade proposals based on criteria outlined in the RFP, interview top graded firms, and negotiate scope and rates for the proposed contracts. Qualified firms must provide examples of their relevant knowledge and experience. The highest rated consultant(s) will be recommended to the City Council/EMID Board to enter into agreements for on-call services.

Staff will recommend to the City Council/EMID Board one or multiple firms to be awarded contracts(s) to provide professional engineering services for each specific category. Each awarded firm will provide as needed professional engineering services to augment staff. The model of having multiple qualified firms under contract allows the City flexibility by augmenting or reducing contract staff as required without interrupting services to residents, businesses, or developers while continuing to meet service goals.

Selected on-call consultants will work under the direction of the Public Works Director or designee to handle engineering service tasks as they are required. Consultant(s) will enter into a Master Agreement which will specify the billing rates, personnel to be

assigned, and other terms as identified in the City/District's standard professional services agreement.

Letter proposals will be requested from one or more on-call consultants when engineering service tasks are required. The letter proposals will set forth the scope, fee, personnel, and time of performance for the particular task or project. The letter proposals will be approved through a task order under the Master Agreement following the City/EMID procurement policy.

## CEQA

Exempt per California Environmental Act (CEQA) Guideline, Section 15061(b)(3).

## FISCAL IMPACT

There is no fiscal impact to issuing the Request for Proposals.

The costs associated with work performed under the negotiated and adopted agreements will be covered through a variety of sources. For work that is project specific and funded, consultant services will be charged to a CIP. For development related project support, costs of services will be 100% reimbursed by the developers. For permit related work, costs of services will be reimbursed by the permittees. Other charges will be in accordance with on-call work and will be charged to the Public Works Department in accordance with the adopted budget.

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

Facilities and Infrastructure

## ATTACHMENTS:

Attachment 1 – City Resolution

Attachment 2 – EMID Resolution

Attachment 3 – Request for Proposals and/or Qualifications