



CITY OF POMONA COUNCIL REPORT

October 2, 2017

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Meg McWade, Public Works Director

Subject: **Approve a New 2017-2020 Master Consultant List for Professional Services Beginning November 1, 2017 and Approve an Extension of the Current 2014-2017 Master Consultant List for a Period of Up to Three Months to Allow the New Consultant Retainer Agreements to be Processed**

OVERVIEW

Recommendation – That the City Council:

1. Approve the new Master Consultant List, comprised of 72 professional and technical consultant firms, for use in procuring professional services for:
 - a. Any project within the City's Adopted Capital Improvement Program (CIP) in which services shall not exceed the maximum amount allowed by California Public Contracts Code Sec. 22032(b) per specialty category, per project within the specialty category, as set forth in the Master Consultant List;
 - b. Professional and technical services related to Land Development plan check services, without regard to cost per site or project if paid by a third party, per City Code section 2-977(e)(2);
2. Authorize the City Manager to enter into three-year Consultant Retainer Agreements for Professional Consultant Services with the recommended consulting firms on behalf of the City;
3. Approve an extension of the current 2014-2017 Master Consultant List for a period of up to three months from the expiration date of those agreements to allow for the new 2017-2020 consultant retainer agreements to be processed; and
4. Authorize the City Manager to execute the three month extensions on behalf of the City.

Fiscal Impact – There is no cost associated with executing extensions or entering into consultant retainer agreements with the recommended consultants. Costs are only incurred by the City at the time of construction of a Capital Improvement Program (CIP) project or as needed, when processing a development application on behalf of a third party. Using consultants from the Master Consultant List eliminates costs associated with issuing formal Requests for Proposals (RFPs) for projects requiring professional services within the amount allowed under the Public Contracts Code Sec. 22032(b).

The cost of providing professional services for CIP projects is funded from the approved CIP projects. Expenditures for Land Development plan check services are limited annually by budgeted appropriations and those services are funded through collection of plan check fees from private developers.

Public Noticing Requirements – Section 2-1003(c) (1) of the Municipal Code requires that the purchasing manager solicit requests for qualifications at least ten days before the date of opening of bids. A request for qualifications was issued on April 3, 2017 through Planet Bids, with submissions due on May 18, 2017.

Previous Related Action – On September 8, 2014, the City Council approved the 2014-2017 Master Consultant List comprised of 72 consulting firms.

EXECUTIVE SUMMARY

Every three years, City Staff issues a Request for Qualifications (RFQ) for specialty and technical consultants for the purpose of establishing a new Master Consultant List for CIP and land development projects. Council approval will authorize the City to enter into consultant retainer agreements with 72 newly selected consultants for the next three-year period, beginning November 1, 2017 through October 31, 2020. Because it will take some time to process these agreements, this action also provides a three-month extension of the current 2014-2017 Master Consultant List to enable Staff to continue utilizing the current approved consultants, preventing interruption of critical and necessary services, in the interim.

DISCUSSION

The Master Consultant List process provides an efficient and effective means of contracting for professional services in support of the City's numerous projects. The Master Consultant List allows Staff to seek proposals for specific CIP projects from pre-qualified consultants without going through the formal and time-consuming RFQ/RFP process. Having pre-qualified consultants on retainer (also referred to as "on-call") can reduce project start times by six to eight weeks. The pre-qualified consultants included on the Master Consultant List become familiar with the City's standards and performance expectations, which provides for a more consistent and reliable work product.

Approval of extending the current 2014-2017 Master Consultant List and the consultant retainer agreements will enable City Staff to continue utilizing the current approved consultants under the same terms and conditions, while new consultant retainer agreements are executed. The existing 2014-2017 Master Consultant List and consultant retainer agreements will expire in October 2017. Staff's schedule for implementing the new 2017-2020 Master Consultants was delayed due to the volume of new proposals received, the time needed to review and evaluate each proposal by various City Departments, and the final review and compilation of the proposed list. Extending the current 2014-2017 Master Consultant List and consultant retainer agreements for a period of up to three (3) months will allow Staff additional time to execute new consultant retainer agreements with the new firms.

Consultant Selection Process

The Master Consultant List Program includes all the major professional and technical service categories used for City projects, including architects, engineers, inspectors, planning professionals, and project managers. A formal RFQ process was conducted, which included a detailed Scope of Work for each of the numerous professional services categories, along with a request for hourly rates for the various consultant Staff levels, such as project manager or senior project manager.

The following categories are included in the attached 2017-2020 Master Consultant List:

- Civil Engineering
- Civil Engineering (Water/Sewer)
- Traffic Engineering
- Construction Management, Inspection, and Sampling Services
- Construction Management, Inspection, and Sampling Services (Water/Sewer)
- GIS and Asset Management Technical Support Services
- Water Resources Management
- Hydrogeology Services
- Surveying, Mapping, and Right-of-Way Engineering
- Architecture
- Landscape Architecture
- Construction Management and Inspection Services (Buildings)
- Electrical Engineering
- Geotechnical Engineering and Materials Testing
- Hazardous Materials Testing and Monitoring Services
- Program Management
- Structural Engineering

The selection process was conducted by a project team comprised of citywide technical experts from various City departments. Each service specialty category was assigned a technical team leader who was responsible for reviewing the proposal details for the specialty category’s Scope of Work. The team leader managed the evaluation process and determined final selection of consultants for ultimate placement on the Recommended 2017-2020 Master Consultant List (see Attachment), for their respective specialty category(ies), based on proposal ratings. Proposals were independently rated using the following criteria, and scores were averaged to determine the most qualified firms:

Key Personnel	20%
Qualifications	10%
Experience	70%

The number of consultant firms recommended for placement on the Master Consultant List varies by specialty category, the number of qualified firms submitting proposals, and the anticipated project opportunities for the upcoming three-year period. Of 83 firms that submitted proposals, 72 firms were selected by Staff for inclusion on the recommended 2017-2020 Master Consultant List. Upon City Council’s approval, Staff will prepare consultant retainer agreements for each consultant on the list.

Informal Bidding Process

Staff will request project-specific proposals from at least three firms from the relevant specialty category for each particular project under the maximum amount allowed by California Public Contract Code Sec. 22032(b). Staff will review all proposals submitted by the deadline and then select the most qualified proposal using a Qualifications-Based Selection process. The proposal costs may not exceed the hourly rates set forth in the consultant's Master Retainer Agreement. Staff may also negotiate a reduction in pricing at the time of project award. When a proposal is approved by the Public Works Director, a Letter of Engagement is entered into with the consultant, specific to the specialty category for a particular project, and a purchase order is issued, making reference to the specific project and pricing. The City will also refer to the Consultant's Master Retainer Agreement in order to incorporate the legal terms and conditions set forth therein. Requests for project proposals will be rotated through the list of consultants within each specialty category, with a minimum of three consultants selected to submit proposals from any one specialty category per project.

Consultant services for projects that are estimated to exceed the maximum amount allowed by California Public Contract Code Sec. 22032(b) will continue to be formally bid and presented to City Council for approval.

Approval of extending the consultant agreements on the current 2014-2017 Master Consultant List for an additional three months will enable City Staff to utilize the current list and prevent any interruption of critical and necessary services while new consultant retainer agreements are executed.

Attachment: 2017-20 Master Consultant List

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