



CITY OF POMONA COUNCIL REPORT

August 1, 2022

To: Honorable Mayor and Members of the City Council

From: James Makshanoff, City Manager

Submitted By: Benita DeFrank, Neighborhood Services Director

Subject: **RECOMMEND AMENDMENT TO THE ENGAGEMENT LETTER AGREEMENT WITH KABBARA ENGINEERING IN THE AMOUNT OF \$8,400 FOR ENGINEERING SERVICES FOR THE EMERGENCY SHELTER ANNEX / WATER UTILITY ACCESS PROJECT**

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Amend the Engagement Letter Agreement with Kabbara Engineering in the amount of \$8,400 to provide additional engineering services for the “Emergency Shelter Annex/Water Utility Access,” CIP Project No. 428-2590-XXXXX-71053; and,
2. Authorize the City Manager to execute all documents and subsequent amendments related with this action, with approval of the City Attorney as to form.

EXECUTIVE SUMMARY:

As of November 2018, Kabbara Engineering had been engaged by the City to provide engineering services for the construction management for the “Emergency Shelter Annex/Water Utility Access,” CIP Project No. 428-2590-XXXXX-71053 (“Project”). This professional augmentation to staff has benefited the City in providing engineering design services for the construction of the parking lot to service the Year-Round Emergency Shelter, Hope for Home. Staff is recommending that City Council amend the current Letter of Engagement to extend the services of Kabbara Engineering through completion of the construction of the parking lot at 1390 E. Mission, in the amount of \$8,400, increasing the total agreement to \$90,789.

FISCAL IMPACT – Funds for this procurement are available in the “Emergency Shelter Annex/Water Utility Access,” CIP Project No. 428-2590-XXXXX-71053. The following Table summarizes the fiscal impact of this action.

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Category	“Emergency Shelter Annex/ Water Utility Access” Project No. 428-2590-XXXXX-71053
Beginning Budget (Funded)	\$1,394,378
Less Expenditures/Encumbrances (as of July 20, 2022)	(\$1,194,477)
Less Amendment to Kabbara Engineering Contract	(\$8,400)
Budget Remaining for Construction Contract, Construction Contingency, Internal and Miscellaneous Costs	\$191,501

Authority - In accordance with Section 2-1002 (4) of the City Code, the requested amendment in the amount of \$8,400 will increase the Kabbara Engineering contract to \$90,789 which exceeds the 25 percent threshold for change orders as set forth in this section of the City Code for Public Works projects.

PREVIOUS RELATED ACTION: On November 13, 2018, an Engagement Letter Agreement with Kabbara Engineering was signed under City Code Section 2-1003 (old purchasing code) authority of the City Manager in the amount of \$54,660. An amendment in the amount \$6,450 was processed on April 3, 2019, bringing the total to \$61,110. On April 6, 2020, City Council amended the Engagement Letter Agreement in the amount of \$16,590 to provide additional engineering services, bringing the contract amount to \$77,700. On February 7, 2022, the Engagement Letter Agreement was amended in the amount of \$4,689.

DISCUSSION

Since November 2018, Kabbara Engineering has been operating under an Engagement Letter Agreement with the City to provide civil engineering services regarding parking lot design for year-round emergency shelter at the “Emergency Shelter Annex/Water Utility Access,” site CIP Project No. 428-2590-XXXXX-71053” through completion of parking lot construction. This agreement includes designing the parking lot and landscaping at 1390 E. Mission Boulevard and the access design between the parking lot and the Hope for Home Services Center.

As the construction phase of the Hope for Home Services Center is finalized, the City is moving forward to incorporate complete the parking lot. This amendment will allow Kabbara to provide new geotechnical design recommendations, including redesign of the SUSMP and LID strategy to incorporate Oldcastle Stormwater Capture and Infiltration System devises and design with new area drain inlets, as required by staff.

To complete this phase, staff is requesting an amendment to Kabbara Engineering’s scope of work, in the amount of \$8,400, to provide additional professional engineering design services required to address recent plan check comments and to revise the narrative, calculations, operation and maintenance data, and other information as requested and required by City staff and their consultants. This should complete the work necessary to move the project to the procurement phase of the parking lot construction at 1390 E. Mission.

Prepared by:

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Benita DeFrank, Neighborhood Services Director