

CITY COUNCIL AGENDA: SEPTEMBER 16, 2014

CONSENT CALENDAR

SUBJECT: AWARD OF CONTRACT – ON-CALL CONSULTING SERVICE

SOURCE: COMMUNITY DEVELOPMENT DEPARTMENT – PLANNING DIVISION

COMMENT: On April 15, 2014, City Council authorized staff to distribute a Request for Qualifications for On-Call Consulting for right-of-way and surveying services. The right-of-way services to be rendered would consist of, but not be limited to, the preparation appraisal and acquisition documents along with other related items as necessary to comply with the Uniform Act. The surveying services to be rendered would consist of, but not be limited to, the preparation of topographic surveys, legal descriptions and exhibits, and construction staking along with other related items as necessary to comply with the Business and Professions Code.

The Request for Qualifications (RFQ) was advertised in the Porterville Recorder, the Fresno Bee, and the Bakersfield Californian. The City received a total of six (6) responses. The six (6) responsive firms were: Hopper Company, Ruetters & Schuler, Hamner Jewell & Associates, Paragon Partners, Bender Rosenthal, and Overland Pacific & Cutler. All firms were found to meet the desired qualifications.

As a result of the review of the Statements of Qualifications, the top ranking firms are identified as follows:

1. Hamner, Jewell & Associates – Able to perform all services.
2. Bender Rosenthal – Able to perform all services.
3. Hopper Company – Solely for appraisal services.

At this time, staff is proposing to enter consultant service agreements with three (3) firms. Staff will solicit proposals from those three (3) firms, rank them appropriately, and execute task orders as needed. This will allow for even greater flexibility and expedited response time for the City's consulting needs.

Staff is recommending the use of Hopper Company as the sole appraiser and Hamner, Jewell & Associates, and Bender Rosenthal for review of appraisals and surveying services. Should Hopper Company be unable to complete a task the other two firms have qualified staff to complete appraisal services.

The proposed contract has a term of three (3) years, with a one (1) year extension.

RECOMMENDATION: That the City Council:

1. Authorize staff to negotiate on-call contracts with Hopper Company, Hamner, Jewell & Associates, and Bender Rosenthal;
2. Authorize the Mayor to sign contract documents;
3. Authorize the Community Development Director to sign task orders; and

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4. Authorize staff to make payments up to 100% upon satisfactory completion of tasks.

ATTACHMENTS:

Staff report from April 15, 2014, authorizing distribution of Request for Qualifications

CITY COUNCIL AGENDA: APRIL 15, 2014

SUBJECT: AUTHORIZATION TO DISTRIBUTE REQUEST FOR QUALIFICATIONS (RFQ) FOR ON-CALL CONSULTING SERVICES

SOURCE: Public Works Department – Engineering Division

COMMENT: The Public Works Department is seeking to maintain On-Call Consulting Services contracts with qualified consulting firms to provide right-of-way and surveying services to the City when there is an identified funding source for a project. Professional services are contracted through demonstration of competency and qualifications-based standards to ensure compliance with the Brooks Act and Government Code governing professional standards. Said services will be utilized on a number of capital improvement projects that require specialization outside of the scope that the department is able to perform with its own staff. At this time, staff is requesting authorization to distribute a Request for Qualifications (RFQ) for On-Call Consulting Services for each specialty discipline.

The right-of-way services to be rendered under this contract would consist of, but not be limited to, the preparation of appraisal and acquisition documents along with other related items as necessary to comply with the Uniform Act. The surveying services to be rendered under this contract would consist of, but not be limited to, the preparation of topographic surveys, legal descriptions and exhibits, and construction staking along with other related items as necessary to comply with the Business and Professions Code. When right-of-way or surveying services are requested, a task order will be created based on a fair and reasonable price and specify a maximum length of contract duration. Although the City Engineer or qualified staff will review the consultant's work, the above referenced skills are essential to meeting the objectives of this program.

Due to the increasing number of documentation and requirements involved for each fiscal year's projects, staff must ensure that all such requirements are met so that funding is not jeopardized for grant-based projects. RFQs for On-Call Consulting Services contracts must be circulated on an on-going basis, not to exceed five years, as an extension of providing fair and open competition.

RECOMMENDATION: That City Council authorize staff to distribute a Request for Qualifications for On-Call Consulting Services for right-of-way and surveying services.

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