



REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

CONSENT
March 11, 2008

Honorable Mayor and
Members of the City Council

Title: On-Call Materials Sampling and Geotechnical Testing List for Public Facilities

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) approving the On-Call Materials Sampling & Geotechnical Testing List for Public Facilities (Exhibit A) for a period of three fiscal years with two one-year renewal options; 2) authorizing the City Manager or the City Manager's designee to execute professional services agreements in amounts not to exceed \$300,000 as identified in Exhibit A per consultant, per fiscal year; 3) authorizing the City Manager or the City Manager's designee to renew each professional services agreement by supplemental agreement in amounts not to exceed \$300,000 as identified in Exhibit A per consultant, per fiscal year; and 4) authorizing other City departments to use the On-Call Materials Sampling & Geotechnical Testing List for Public Facilities provided that each department using the list creates its own professional services agreements.

Contacts: Yadi Kavakebi, Facilities & Real Property Superintendent, 808-8432;
Cynthia Kranc, Facilities Manager, 808-2258

Presenters: None

Department: General Services

Division: Facilities and Real Property Management

Organization No: 3281

Description/Analysis:

Issue: The purpose of this report is to provide information to City Council regarding the establishment of an On-Call Materials Sampling & Geotechnical Testing List for Public Facilities for professional services. Developing this on-call list will support the mission of the Department of General Services staff to

respond in a timely manner in delivering public facility projects throughout the City.

Policy Considerations: This action is consistent with Chapter 3.64 of the Sacramento City Code and complies with existing policies regarding professional service agreements.

Environmental Considerations: Approval of the On-Call Materials Sampling & Geotechnical Testing List for Public Facilities is not a project as defined by the California Environmental Quality Act (CEQA) guidelines, Section 15378. The recommended action involves no physical construction and has no potential to cause a significant impact to the environment.

Rationale for Recommendation: It is in the best interest of the City to approve the establishment of an On-Call Materials Sampling & Geotechnical Testing List for Public Facilities for the following reasons:

- On December 2, 2003, City Council adopted Resolution No. 2003-853 approving the recommendations of Smith Culp Consulting to improve the delivery of projects. One of the recommendations was to establish an on-call consultant list for cost effective and efficient delivery of professional services.
- The Department of General Services is delivering various public projects related to the Community Reinvestment Capital Improvement Program (CRCIP) bond funding. The department does not have adequate professional staffing levels to be able to deliver all the necessary professional services required for these projects.
- Use of an on-call materials sampling and geotechnical testing professional services list will position the Department of General Services to deliver new construction projects in a more cost effective and efficient manner by expanding its capacity to meet critical project schedule requirements and by reducing the time needed to prepare, evaluate, and award professional service agreements for each and every project. Additionally, unforeseeable conditions identified during the course of projects may be addressed immediately.
- A total of five firms are being placed on the On-Call Materials Sampling & Geotechnical Testing List for Public Facilities with a qualifying final score of 499 or above. The selection committee evaluated the statements of qualification based on previous experience with public projects, firms approach to projects, typical methods proposed to accomplish work, overall team qualifications, and ESBD utilization. The panel scored and submitted the most qualified firms in each category based on these selection criteria. This final list represents 25% of the total firms that responded to the request for qualifications (RFQ).
- Agreements are recommended in the amount of \$300,000 based on past City

use of this type of service as well as average cost of past materials sampling and geotechnical testing professional service agreements.

- Once placed on the rotating on call selection list, consultants will submit a proposal for services based on a specific project request. All requests will be very time sensitive. Due to the nature of this work, very little pre-notice of available work can be provided.
- Allowing other City departments to use the On-Call Materials Sampling & Geotechnical Testing List for Public Facilities will create efficiency across the City by avoiding the potential need to repeat the competitive selection process. However, in order to maintain flexibility and purchasing power when delivering public projects, the Department of General Services recommends that other departments wishing to use consultants on this list create their own professional services agreements, spending authority and purchase orders. The Department of General Services does not assume responsibility for monitoring the use of this list on a city-wide basis.

Financial Considerations: Each professional service agreement shall be in a not to exceed amount of \$300,000 as identified in Exhibit A per consultant, per fiscal year. Each agreement will be executed as soon as possible for FY2007/08 for the full amount identified in Exhibit A, however, purchase orders encumbering funds under these agreements will not be opened until projects are identified by the Department of General Services. Funding for each purchase order will be provided for in capital improvement project budgets or in department operating budgets as projects are identified. Consultants may have multiple assignments in a given fiscal year; however, the aggregate amount shall not exceed \$300,000 in a fiscal year.

Emerging Small Business Development (ESBD): The RFQ required consultants to submit the ESBD information provided. Of the five firms selected for the On-Call Materials Sampling & Geotechnical Testing List for Public Facilities, four firms were certified, not including sub-consultants for an ESBD percentage of 80%.

Respectfully Submitted by: 
Cynthia Kranc
Facilities Manager

Approved by: 
Reina J. Schwartz
Director, Department of General Services

Recommendation Approved:


for Ray Kerridge
City Manager

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ATTACHMENT 1**BACKGROUND INFORMATION**

On December 2, 2003, City Council adopted Resolution No. 2003-853 approving the recommendations of Smith Culp Consulting to improve the delivery of projects. One of the recommendations was to establish an on-call consultant list for faster and cost effective delivery of professional services.

- On November 29, 2007, 20 firms responded to the Request for Qualifications (RFQ) for materials testing with submittals of qualifications. A panel of City staff from the Department of General Services, and the Human Resources Department reviewed, evaluated and scored the statements of qualification based on the criteria listed in the RFQ.
- A total of five firms are recommended for the On-Call Materials Sampling & Geotechnical Testing List for Public Facilities with a qualifying final total score of 499 or above. The selection committee evaluated the statements of qualification based on previous experience with public projects, firms approach to projects, typical methods proposed to accomplish work, overall team qualifications, and ESBD utilization. The panel scored and submitted the most qualified firms in each category based on these selection criteria.
- In the past year, 52 consultants from various professional service disciplines have been retained to provide services on 71 projects for the Department of General Services.
- It is estimated that this process will address 90 percent of the projects requiring material sampling and geotechnical professional services scheduled to be delivered by the Department of General Services. Projects requiring services over \$300,000 will be addressed on an individual basis and a RFQ or Request for Proposals (RFP) will be done.

RESOLUTION NO. 2008-XXXX

Adopted by the Sacramento City Council

March 11, 2008

**ON-CALL MATERIALS SAMPLING & GEOTECHNICAL TESTING LIST FOR PUBLIC
BACKGROUND**

- A. On December 2, 2003, City Council adopted Resolution No. 2003-853 approving the recommendations of Smith Culp Consulting to improve the delivery of projects. One of the recommendations was to establish an on-call consultant list for faster and cost effective delivery of professional services.

- B. On November 29, 2007, the Department of General Services released a Request for Qualifications (RFQ) for on-call professional consultant services for public facilities projects defined as projects not exceeding \$300,000 in total consultant costs. The document was advertised at www.pwsacramento.com/projectbids, the City's Office of Small Business Development website. In addition, the RFQ was sent to the Asian Pacific, Black, Hispanic, and Metropolitan chambers of commerce.

- C. A total of 20 firms responded to the RFQ. A panel of City staff from the Department of General Services, and the Human Resources Department reviewed and evaluated the statements of qualification based on previous experience with public projects, qualifications, and ESBD utilization. The panel selected the most qualified firms with a final total score of 499 or greater.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL
RESOLVES AS FOLLOWS:**

- Section 1. The On-Call Materials Sampling & Geotechnical Testing List for Public Facilities (Exhibit A) for a period of three fiscal years with two one-year renewal options is approved.

- Section 2. The City Manager or the City Manager's designee is authorized to execute professional services agreements in amounts not to exceed \$300,000 as identified in Exhibit A per consultant, per fiscal year.

- Section 3. The City Manager or the City Manager's designee is authorized to renew each professional services agreement by supplemental agreement each fiscal year in amounts not to exceed \$300,000 as identified in Exhibit A per consultant, per fiscal year.

- Section 4. Other City departments are authorized to use the On-Call Materials

Sampling & Geotechnical Testing List for Public Facilities provided that each department using the list creates its own professional services agreements.

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Exhibit A - On Call Master Consultant Services List

EXHIBIT A

FINAL SCORE	FIRM NAME	AMOUNT OF AGREEMENT	ESBE/SBE
551	YOUNGDAHL	\$300,000	YES
538	CONSTRUCTION TESTING SERVICES	\$300,000	YES
510	WALLACE & KUHL	\$300,000	NO
499	MATRISCOPE	\$300,000	YES
499	INSPECTION CONSULTANTS	\$300,000	YES