

**Meeting Date:** 3/15/2016

**Report Type:** Consent

**Report ID:** 2016-00262

**Title: Supplemental Agreement: On-Call Plan Check Services**

**Location:** Citywide

**Recommendation:** Pass a Motion authorizing the City Manager, or the City Manager's designee, to execute Supplemental Agreement No. 2 to City Agreement No. 2014-1002 with MRPE, Inc. for additional on-call plan check services in an amount not-to-exceed \$70,000, bringing the agreement's total not-to-exceed amount to \$267,240.

**Contact:** Dan Sherry, Engineering & Water Resources Manager, (916) 808-1419; Tony Bertrand, Supervising Engineer, (916) 808-1461, Department of Utilities

**Presenter:** None

**Department:** Department Of Utilities

**Division:** Development Services

**Dept ID:** 14001341

**Attachments:**

1-Description/Analysis

2-Background

3-Supplemental Agreement

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**City Attorney Review**

Approved as to Form

Joe Robinson

3/2/2016 12:57:25 PM

**Approvals/Acknowledgements**

Department Director or Designee: Bill Busath - 2/25/2016 12:12:33 PM

## Description/Analysis

**Issue Detail:** MRPE, Inc. is currently providing the Department of Utilities (DOU) with on-call plan check services and is updating DOU's Design and Procedures Manual. The proposed supplemental agreement increases funding for plan check services needed due to increasing development demands which exceed the current capacity of City staff.

**Policy Considerations:** The Community Development Department (CDD) has established policies to provide plan review services within published timelines. The proposed increase in funding will provide plan review support to meet the published plan review timelines.

**Economic Impacts:** None.

**Environmental Considerations:** The Community Development Department, Environmental Planning Services has reviewed the project and has determined that the action of approving a supplement to the professional services agreement is not a project as defined by the California Environmental Quality Act (CEQA), under CEQA Guidelines Section 15378. This action is an administrative activity that will not result in direct or indirect physical changes in the environment.

**Sustainability:** The proposed supplemental agreement has been reviewed for consistency with the goals, policies, and targets of the Sustainability Master Plan and the 2035 General Plan. The efforts funded by this agreement will advance these goals, policies, and targets by ensuring that the City continues to provide a safe, clean, and reliable water supply to its customers and that the City continues to safely, reliably, and responsibly collect and dispose of its sewage and storm water.

**Commission/Committee Action:** Not Applicable.

**Rationale for Recommendation:** Approval of the proposed supplemental agreement will allow DOU to increase the funding for on-call plan review services to meet published plan review turnaround times.

**Financial Considerations:** On October 10 2014, the Director of Utilities approved a professional services agreement with MRPE, Inc. in the not-to-exceed amount of \$97,240, which subsequently was increased by \$100,000 by supplemental agreement no. 1, approved by the City Council on June 25, 2015. Proposed supplemental agreement no. 2 is for an amount not-to-exceed \$70,000, which brings the total agreement amount to \$267,240. Sufficient funds are available in the FY2015/16 Department of Utilities Operating Budget through June 30, 2016 to support the City's costs. Expenditures after July 1, 2016 will be contingent on the funding availability for this service in the adopted budget for the applicable fiscal year(s).

**Local Business Enterprise (LBE):** MRPE, Inc. is an LBE.

## **BACKGROUND**

The Department of Utilities (DOU) provides plan check services for building permits administered by the Community Development Department (CDD) and public improvement plans administered by Public Works Department (PW). The DOU plan check assures that all codes and policies related to water, drainage, sewer and water quality facilities are addressed during the plan check process. CDD and PW have established policies to provide plan review services within published timelines. The increasing development demands exceeds the current capacity of City staff, making it necessary to increase the amount of on-call plan check services available under this agreement to handle the additional demand within the set timelines.

In August 2013, the DOU issued a Request for Qualifications (RFQ) from qualified consultants to provide on-call consultant engineering services. Based on the RFQs submitted, MRPE, Inc. was selected to provide these services by a selection committee comprised of three staff from DOU and one participant from the Public Works Department using a standard rating system.

## SUPPLEMENTAL AGREEMENT

**Project Title and Job Number:** On-Call Plan Check Services  
**Purchase Order #:** SACTO-000027260

**Date:**  
**Supplemental Agreement No.:**

2

The City of Sacramento ("City") and MRPE, Inc. ("Contractor"), as parties to that certain Professional Services Agreement designated as Agreement Number 2014-1002, including any and all prior supplemental agreements modifying the agreement (the agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of Services specified in Exhibit A of the Agreement is amended as follows:

The budget for Task 1 On-Call Plan Review Services is needed to handle additional demands created by increasing development which exceeds the current capacity of City staff. The cost estimate for these services is set forth in Attachment 2 to Exhibit B, attached and incorporated by this reference.

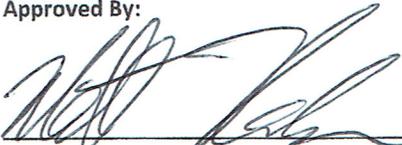
2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Contractor's fees and expenses, is increased by 70,000, and the Agreement's maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	<u>\$97,240.00</u>
Net change by previous supplemental agreements:	<u>\$100,000.00</u>
Not-to-exceed amount prior to this supplemental agreement:	<u>\$197,240.00</u>
Increase by this supplemental agreement:	<u>\$70,000.00</u>
New not-to exceed amount including all supplemental agreements:	<u>\$267,240.00</u>

3. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.
4. Contractor warrants and represents that the person or persons executing this supplemental agreement on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental agreement and bind Contractor to the terms hereof.
5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

**Approval Recommended By:**

**Approved As To Form By:**

\_\_\_\_\_  
Project Manager  
**Approved By:**  
  
\_\_\_\_\_  
Contractor  
**Approved By:**

\_\_\_\_\_  
City Attorney  
  
**Attested To By:**

\_\_\_\_\_  
City of Sacramento

\_\_\_\_\_  
City Clerk

## Attachment 2 to Exhibit B

### Task 1

#### On-call Plan Review Services

On-Call Plan Review Services	Qty	Hours	Rate	Fee
Review and Provide Comments on Improvement Plans	1	1,239	\$130	\$161,100
Review and Provide Comments on Improvement Plans Created by Continued Increases in Development Demands*	1	538	\$130	\$70,000
<b>Total for Task 1</b>				<b>\$231,100</b>

*\*Increased funds to be added by second supplemental agreement (2014-1002-2).*

### Task 2

#### Section 11 – Drainage Collection System

Section 11 Update	Qty	Hours	Rate	Fee
Meeting and minutes to go over current draft and discuss key issues raised	25	3	\$130	\$9,750
Incorporate all comments to final draft from individual reviews	1	40	\$130	\$5,200
Final meeting and minutes on updated Section 11	1	4	\$130	\$520
Incorporate final edits; updated Section 11 ready to publish	1	20	\$130	\$2,600
<b>Total for Section 11</b>				<b>\$18,070</b>

#### Section 12 – Drainage Pump Stations

Section 12 Update	Qty	Hours	Rate	Fee
Meeting and minutes to go over current draft and discuss key issues raised	25	3	\$130	\$9,750
Incorporate all comments to final draft from individual reviews	1	40	\$130	\$5,200
Final meeting and minutes on updated Section 12	1	4	\$130	\$520
Incorporate final edits; updated Section 12 ready to publish	1	20	\$130	\$2,600
<b>Total for Section 12</b>				<b>\$18,070</b>

<b>Total for Task 2</b>				<b>\$36,140</b>
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**Total for Contract**

**\$267,240**

The City representative may approve re-allocations of the above budgeted amounts among tasks without exceeding the Agreement's overall not-to-exceed amount.