



REPORT TO COUNCIL City of Sacramento

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STAFF REPORT
October 24, 2006

Honorable Mayor and
Members of the City Council

Title: On-Call Master Consultant Services List for Public Facilities

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) Approving the On-Call Master Consultant Services List for Public Facilities (Exhibit A) for a period of three fiscal years with the option to renew the list twice for one additional year; 2) authorizing the City Manager or his designee to execute professional services agreements in amounts not to exceed \$150,000 or \$300,000 as identified in Exhibit A per consultant, per service provided, per fiscal year; 3) authorizing the City Manager or his designee to renew each professional services agreement by supplemental agreement each fiscal year in amounts not to exceed \$150,000 or \$300,000 as identified in Exhibit A per consultant, per service provided, per fiscal year; and 4) authorizing other City departments to use the On-Call Master Consultant Services List for Public Facilities provided that each department using the list obtains appropriate approvals and creates separate professional services agreements and purchase orders.

Contacts: Brian Reilly, Interim Supervising Engineer, 808-8427; Cynthia Kranc, Facilities Manager, 808-2258

Presenters: Cynthia Kranc

Department: General Services

Division: Facilities and Real Property Management

Organization No: 3282

Description/Analysis:

Issue: The purpose of this report is to provide information to City Council regarding the establishment of On-Call Master Consultant Services 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 using the following

types of professional services:

Americans with Disabilities Act (ADA) Compliance	Architectural Design	Archeological Services
Construction Management	Civil Engineering	Cost Estimating
Electrical Engineering	Engineering Services	Energy Services
Fire Protection Engineering	Interior Design	Inspection Services
Landscape Architecture	Mechanical Engineering	Project Management
Real Estate Acquisitions	Real Estate Appraisals	Real Estate Relocation
Surveying	Structural Engineering	Toxic Remediation

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 Master Consultant Services 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 Master Consultant Services 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.
- Within the next three years the Department of General Services has been asked to deliver various public projects related to the Community Reinvestment Capital Improvement Program (CRCIP) bond funding. The department does not currently have adequate professional staffing levels to be able to deliver all the necessary professional services required for these projects.
- Use of an on-call professional services list will position the Department of General Services to deliver 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 80 firms are being placed on the On-Call Master Consultant Services List for Public Facilities with a qualifying final score of 750 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 and SBE utilization. The panel scored and submitted the most qualified firms in each category based on these selection criteria. This final list represents 72% of the total firms submitting to the request for qualifications.

- Agreements were divided into two monetary categories, \$150,000 and \$300,000 based on past City use of each type of service as well as average cost of past agreements.
- Once placed on the rotating on-call selection list, each consultant 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 Master Consultant Services 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, 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.

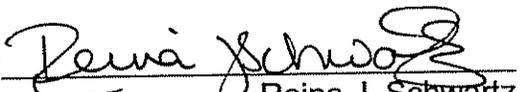
Financial Considerations: Each Department of General Services professional service agreement shall be in a not to exceed amount of either \$150,000 or \$300,000 as identified in Exhibit A per consultant, per service provided, per fiscal year. Each agreement will be executed as soon as possible for fiscal year 2006/07 for the full amount identified in Exhibit A, however, purchase orders encumbering funds under these agreements will not be opened until projects are identified. 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 either \$150,000 or \$300,000 per service provided.

Emerging Small Business Development (ESBD): The Request for Qualifications (RFQ) required consultants to submit the ESBD information provided. Of the 80 firms selected for the On-Call Master Consultant Services List for Public Facilities List, 38 firms were certified, not including sub-consultants for an SBE/EBE percentage of 47%.

Respectfully Submitted by:



Cynthia Kranc
Facilities Manager

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

Recommendation Approved:


Ray Ray Kerridge
City Manager

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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 June 29, 2004, City Council adopted Resolution No. 2004-522 which approved the use of 22 pre-qualified consultants for use on projects. The on-call list provided for timely selection of professional services on projects which are defined as projects usually not exceeding \$250,000 in total consultant cost. This list expired June 2006.
- With the Community Reinvestment Capital Improvement Program (CRCIP) Bond Projects approved on May 23, 2006 and the need to deliver these major projects within the next three years, on June 20, 2006, 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 on the City's internet site at www.pwsacramento.com/projectbids, and the City's Office of Small Business Development's website. In addition, as a means of additional outreach, the RFQ was sent directly to each of the City Council Members offices, and the Asian Pacific, Black, Hispanic and Metropolitan Chambers of Commerce for distribution to small businesses and professional groups.
- On July 19, 2006, 110 firms responded to the RFQ, some in more than one specialty category, for a total of 277 submittals of qualifications. A panel of City staff from the Departments of General Services, Procurement, Human Resources-Risk Management/Equal Opportunity/ADA Office and Transportation, reviewed, evaluated and scored the statements of qualification based on the criteria listed in the RFQ.
- A total of 80 firms are being placed on the On-Call Master Consultant list with a qualifying final score of 750 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 Emerging Small Business Development (E/SBD) 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 professional services scheduled to be delivered by the Department of General Services. Projects requiring services over \$300,000 within a single fiscal year will be addressed on an individual basis and an RFQ or Request for Proposals will be done.

RESOLUTION NO.

Adopted by the Sacramento City Council

October 24, 2006

APPROVE THE ON-CALL MASTER CONSULTANT SERVICES LIST FOR PUBLIC FACILITIES (EXHIBIT A) FOR A PERIOD OF THREE FISCAL YEARS WITH THE OPTION TO RENEW THE LIST TWICE FOR ONE ADDITIONAL YEAR, AUTHORIZE THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE PROFESSIONAL SERVICES AGREEMENTS IN AMOUNTS NOT TO EXCEED \$150,000 OR \$300,000 AS IDENTIFIED IN EXHIBIT A PER CONSULTANT, PER SERVICE PROVIDED, PER FISCAL YEAR, AUTHORIZE THE CITY MANAGER OR HIS DESIGNEE TO RENEW EACH PROFESSIONAL SERVICES AGREEMENT BY SUPPLEMENTAL AGREEMENT EACH FISCAL YEAR IN AMOUNTS NOT TO EXCEED \$150,000 OR \$300,000 AS IDENTIFIED IN EXHIBIT A PER CONSULTANT, PER SERVICE PROVIDED, PER FISCAL YEAR, AND AUTHORIZE OTHER CITY DEPARTMENTS TO USE THE ON-CALL MASTER CONSULTANT SERVICES LIST FOR PUBLIC FACILITIES PROVIDED THAT EACH DEPARTMENT USING THE LIST OBTAINS APPROPRIATE APPROVALS AND CREATES SEPARATE PROFESSIONAL SERVICES AGREEMENTS AND PURCHASE ORDERS.

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 June 20, 2006, the Department of General Services released a Request for Qualifications for on-call professional consultant services for public facilities projects not exceeding \$150,000 or \$300,000 per year in consultant costs. The document was advertised on the City's internet site at www.pwsacramento.com/projectbids, the City's Office of Small Business Development's website. In addition, the Request for Qualifications was sent to the Asian Pacific, Black, Hispanic, and Metropolitan Chambers of Commerce.

- C. A total of 110 firms responded (for a total of 277 Submittals of Qualifications). Some firms responded in more than one specialty category. A panel of City staff from the Departments of General Services, Procurement, Human Resources-Risk Management/Equal Opportunity/ADA, and Transportation reviewed and evaluated the statements of qualification based on previous experience with public projects, qualifications, and Emerging Small Business Development (E/SBD) utilization. The panel selected the most qualified firms with a final score of 750 and over.

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

- Section 1. The On-Call Master Consultant Services List for Public Facilities (Exhibit A) for a period of three fiscal years with the option to renew the list twice for one additional year is approved.
- Section 2. The City Manager or his designee is authorized to execute professional services agreements in amounts not to exceed \$150,000 or \$300,000 as identified in Exhibit A per consultant, per service provided, per fiscal year.
- Section 3. The City Manager or his designee is authorized to renew each professional services agreement by supplemental agreement each fiscal year in amounts not to exceed \$150,000 or \$300,000 as identified in Exhibit A per consultant, per service provided, per fiscal year.
- Section 4. Other City departments are authorized to use the On-Call Master Consultant Services List for Public Facilities provided that each department using the list obtains appropriate approvals and creates separate professional services agreements and purchase orders.

EXHIBIT A

TYPE OF SERVICE	FIRM NAME	AMOUNT OF AGREEMENT	ESBE/SBE
ADA			
	Carlton Engineering, Inc.	\$300,000	
	Chong Partners Architecture	\$300,000	
	SZS Consulting Group	\$300,000	Yes
Archeological			
	EDAW Inc	\$300,000	
	Tremaine & Assoc.	\$300,000	Yes
Architectural			
	Chong Partners Architecture	\$300,000	
	Don Dommer Assoc.	\$300,000	
	Freitas Design & Build, Inc.	\$300,000	Yes
	FWA Forrar Williams Assoc.	\$300,000	Yes
	HMR Architects	\$300,000	Yes
	Lionakis Beaumont Design Group	\$300,000	
	Stantec	\$300,000	
	Takata-Sugioka-Kimura	\$300,000	Yes
Civil Engineering			
	BKF Engineers/Surveyors	\$300,000	
	Carlton Engineering	\$300,000	
	CSG Consultants	\$300,000	Yes
	Engeo Inc.	\$300,000	
	JTS Engineering Consultants	\$300,000	
	Kitchell	\$300,000	
	Omni Means Engineering	\$300,000	
	Parsons Brinckerhoff (PB)	\$300,000	
	Stantec	\$300,000	
	Willdan	\$300,000	

Construction Management

Analytical Planning Services (APSI)	\$300,000	Yes
Anchor Engineering	\$300,000	Yes
CSG Consultants	\$300,000	Yes
Edge Development	\$300,000	
Freitas Design & Build, Inc.	\$300,000	Yes
Harris & Assoc.	\$300,000	
ICM Group	\$300,000	Yes
Kitchell	\$300,000	
O'Connor Construction Mgmt., Inc.	\$300,000	Yes
Parsons Brinckerhoff (PB)	\$300,000	
Vanir	\$300,000	

Cost Estimating

Analytical Planning Services (APSI)	\$150,000	Yes
O'Connor Construction Mgmt., Inc.	\$150,000	Yes
Sierra West Group	\$150,000	Yes
Silva Cost Consulting	\$150,000	Yes

Electrical Engineering

AEPC Group	\$150,000	
ECOM Engineering	\$150,000	Yes
Electrical Design Consultants	\$150,000	
Glumac	\$150,000	
Indigo Architects	\$150,000	
Kitchell	\$150,000	
M.Neils Engineering	\$150,000	Yes
Stantec	\$150,000	
Taylor Systems Engineering, Inc.	\$150,000	Yes

Energy Services

Facility Dynamics Engineering	\$150,000	
Glumac	\$150,000	
Indigo Architects	\$150,000	
Johnson Controls, Inc.	\$150,000	
Kitchell	\$150,000	
Kuhn & Kuhn	\$150,000	
Sacramento Engineering Consultants	\$150,000	Yes
Taylor Systems Engineering, Inc.	\$150,000	Yes

Engineering Services

Beuhler & Beuhler	\$300,000	Yes
Carlton Engineering	\$300,000	
MatriScope Engineering	\$300,000	Yes

Fire Protection

Jerome Hall P.E	\$150,000	
Sacramento Engineering Consultants	\$150,000	Yes

Inspection Services

4Leaf Ind.	\$150,000	Yes
Anchor Engineering	\$150,000	Yes
CSG Consultants	\$150,000	Yes
Harris & Assoc.	\$150,000	
MatriScope Engineering Laboratories	\$150,000	Yes
Parsons Brincknerhoff (PB)	\$150,000	
WillDan	\$150,000	

Interior Design

Lionakis Beaumont Design Group	\$300,000	
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Landscape Architecture

Callander Assoc. Ldscp. Architecture	\$150,000	Yes
Foothill Associates	\$150,000	
Gretchen Stanz McCann Ldscp. Arch.	\$150,000	
Pollock + Partners	\$150,000	Yes
Quadruga Landscape Arch & Planning	\$150,000	Yes
Stantec	\$150,000	
The HLA Group Landscape Arch. & Planners	\$150,000	Yes
WRG Design Inc.	\$150,000	Yes

Mechanical Engineering

AEPC Group	\$150,000	
Glumac	\$150,000	
Peters Engineering	\$150,000	Yes
R & A Engineering	\$150,000	
Sacramento Engineering Consulting	\$150,000	Yes
Sigma Engineering	\$150,000	Yes
Taylor Systems Engineering, Inc.	\$150,000	Yes
Turley & Assoc. Mechanical	\$150,000	Yes

Project Management

Akiyama Architects	\$300,000	Yes
Analytical Planning Services (APSI)	\$300,000	Yes
Anchor Engineering	\$300,000	Yes
Freitas Design & Build	\$300,000	Yes
Harris & Assoc.	\$300,000	
Kitchell	\$300,000	
O'Connor Construction Mgmt, Inc.	\$300,000	Yes
Vanir	\$300,000	

Real Estate Acquisition

AR/WS Associated Right of Way Services	\$150,000	
Interwest Consulting	\$150,000	
Overland Pacific & Cutter	\$150,000	Yes
Paragon Partners LTD.	\$150,000	
Universal Field Services	\$150,000	

Real Estate Appraisal

AR/WS Assoc. Right of Way Services	\$150,000	
Blaesi & Company	\$150,000	Yes
Clark Wolcott Company	\$150,000	Yes
Integra Realty Resources	\$150,000	
Pattison & Assoc.	\$150,000	Yes
Smith & Assoc. Real Estate Valuation	\$150,000	

Real Estate Relocation

AR/WS Assoc. Right of Way Services	\$150,000	
Overland Pacific & Cutter	\$150,000	Yes
Paragon Partners LTD.	\$150,000	

Universal Field Services	\$150,000	
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Structural Engineering

Buehler & Beuhler	\$150,000	Yes
Carlton Engineering	\$150,000	
Chong Partners Architecture	\$150,000	
CSG Consultants	\$150,000	Yes
CYS Structural Engineers	\$150,000	Yes
Indigo Architects	\$150,000	
Kitchell	\$150,000	
Lionakis Beaumont Design Group	\$150,000	
Miyamoto International	\$150,000	Yes
VE Solutions	\$150,000	Yes
WillDan	\$150,000	
ZFA Structural Engineers	\$150,000	Yes

Surveying

Carlton Engineering	\$150,000	
Geomatics Transportation Services	\$150,000	Yes
JTS Engineering Consultants	\$150,000	Yes
Mark Thomas & Company	\$150,000	
RBF Consulting	\$150,000	Yes
VE Solutions	\$150,000	Yes
Wood Rodgers	\$150,000	
WRG Design, Inc.	\$150,000	Yes

Toxic Remediation

Carlton Engineering	\$300,000	
Converse Consultants	\$300,000	
Engeo, Inc.	\$300,000	
Entek Consulting Group	\$300,000	Yes
JM Environmental, Inc.	\$300,000	Yes
NAL National Analytical Labs	\$300,000	Yes
Shaw Environmental & Infrastructure	\$300,000	

