

On March 11, 2020, staff received one hundred sixty nine (169) proposals for the various professional service areas from consultants in response to the SOQ. Staff from the Engineering Division, Building Division, Economic and Community Development Department, Public Works Department, Parks and Recreation Department, Planning Division, and Water Quality Control Plant reviewed and rated the proposals. Per public contract code, staff selected the consultants not based on the lowest bidder, but based on the firms' qualifications, project understanding, example projects, expertise, South San Francisco experience, reference checks, and overall quality of their proposal. Attachment 1 shows the various service areas and potential projects and tasks. Attachment 2 shows the recommended consultants to be selected for each service area. Attachment 3 shows all consultants that submitted for each services area. Attachment 4 shows the rater's evaluation rating criteria and scoring table. Attachment 5 shows the tabulation of the raters' scores and rankings for all consultants of each service area.

The on-call consultant services agreements have been very beneficial to the City as they have enabled staff to progress on all projects, provide expertise in specialized services areas, and prepare exhibits and applications for competitive grants. Since November 2016, staff has executed approximately \$6.6 million dollars in task orders with the on-call consultants. The services areas that are widely used are civil engineering, landscape architecture, traffic engineering and transportation, and water resources. The on-call consultant services agreements are now expiring and staff is recommending procuring new and/or additional consultants for the various professional services. Based on the anticipated projects to be delivered, staff recommends increasing the number of on-call consultants for all the professional services from 55 to 79. This would allow additional capacity for the widely used services areas listed above.

The consulting service agreements with the selected consultants would initially be for the term of July 1, 2020 to June 30, 2023, with the City Manager having the option to extend for an additional two (2) years. The two year extension would allow for the on-call consultants to complete any work they commenced prior to the end of the term. The first fiscal year of the contract will begin on July 1, 2020 and end on June 30, 2021.

The Fiscal Year 2019-2020 Capital Improvement Program (CIP) appropriated approximately \$53.8 million worth of capital projects. To support this effort, the total not to exceed amount for each agreement over the fiscal one-year term is recommended at \$300,000, although it is not anticipated to be reached for all agreements. These costs would be charged against the various approved City funded CIP projects through its sources of funding. There is no city obligation to expend any funds or guarantee any work under these agreements. The consultants will only work on an on-call basis as defined by the City on a project-by-project need. Accordingly, all work performed under the agreements will be pursuant to individual task orders that will have a specifically defined scope and schedule that will be negotiated on a project-by-project need and budget. Further, the individual agreements will acknowledge that the individual task orders will dictate the scope of work under each agreement, up to the not to exceed amount. Should an on-call consultant exceed \$300,000 per fiscal year, staff will present an amendment to City Council for approval. The draft Consultant Services Agreement template has been attached to the accompanying resolution as Exhibit B. This template has been reviewed and accepted by the various selected consultants with whom the contract will be executed, and while certain minor modifications to the template agreement have been negotiated by some of these consultants, the terms of the template agreement will be substantially the same for all selected consultants.

FISCAL IMPACT

No fiscal impact as costs for these special on-call services will be charged to the respective projects that has been previously appropriated and approved by the City Manager and/or City Council. Each specific approved City funded CIP project budget already includes funding for architectural, engineering and/or specialized professional services.

RELATIONSHIP TO STRATEGIC PLAN

Approval of the various Consulting Services Agreements for On-Call Architectural, Engineering and Other Professional Services supports the City's Strategic Plan to improve Quality of Life; by advancing the City's Capital Improvement Program.

CONCLUSION

Staff recommends that City Council approve and authorize the City Manager to execute various consulting services agreements with the selected consultants listed in Attachment 2 for the various service areas. This would allow city staff to deliver approved city-funded projects in an efficient manner.

Attachments:

1. Service Areas and Potential Projects
2. Recommended Consultants
3. Consultants Submitted Proposals
4. Rating Criteria and Scoring
5. Consultants Rating Summary