



Legislation Text

File #: 19-950, **Version:** 1

Report regarding a resolution approving administrative, plan check, and inspection services agreements with CSG Consultants, Inc. and West Coast Code Consultants, Inc. in an amount not to exceed \$1,000,000 total for each year of a two year period for each firm with the ability to renew for an additional two years at the City's sole discretion, and authorizing the City Manager to execute agreements on behalf of the City. (*Jason Hallare, Senior Engineer*)

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving administrative, plan check, and inspection services agreements with CSG Consultants, Inc. and West Coast Code Consultants, Inc. in an amount not to exceed \$1,000,000 total for each year of a two year period for each firm with the ability to renew for an additional two years at the City's sole discretion, and authorizing the City Manager to execute agreements on behalf of the City.

BACKGROUND/DISCUSSION

South San Francisco has benefited from the substantial growth of the region in the last twenty years, including significant expansion of biotechnical firms in the area east of Highway 101, the construction of a BART Station at the northern end of the city, and a BART station just outside the southern city limit in the City of San Bruno. The biotech and housing industries have been experiencing rapid growth resulting in a significant increase in the Engineering Division's workload.

Land development services encompass engineering and surveying plan reviews, permitting, and construction inspection services to accommodate each project's specific requirements. In 2019, the Engineering Division processed 1,130 engineering encroachment permits and mapping projects among other Planning and Building Permit plan reviews. The Engineering Division currently has one (1) senior permit technician and one (1) senior civil engineer assigned to the land development portion of the Engineering Division's municipal engineering services. Staff has difficulty providing sufficient time and resources for the CIP, land development services, and other assignments. In 2019, approximately 82% of the land development services provided by the Engineering Division was performed by third party consultants due to staffing constraints.

THE RFP PROCESS

The engineering plan review, permit, mapping, and inspection services have competing priorities and require an extensive amount of engineering and management resources over and above the existing staffing. In order to adequately facilitate projects through the Engineering Division's processes, staff sought proposals from firms to provide a well-qualified, multi-disciplinary and success-oriented team to deliver comprehensive municipal engineering services to support the Engineering Division's land development process.

Staff issued a Request for Proposals (RFP) for municipal engineering services on December 17, 2019, on the South San Francisco Engineering website and the eBidboard website. On January 13, 2020, staff received two proposals from the firms CSG Consultants, Inc. (CSG) and West Coast Code Consultants, Inc. (WC3). A review

panel was created consisting of two senior civil engineers and a principal planner.

Based on the qualifications submitted, both firms demonstrated the requisite experience, qualifications and resources to provide the needed development engineering services. Additionally, staff has had excellent experience working with both firms. Staff has reviewed the hourly rates for the proposed services and has confirmed that they are within industry standards.

Selection of consulting services is not based on the lowest bidder, but on the firm's qualifications, experience and references. Because these projects are locally funded, there are no Disadvantaged Business Enterprise (DBE) requirements. The overall length of each consultant agreement is two (2) years, from March 1, 2020, to June 30, 2021.

The total amount of consultant work to be performed during the term for each consultant is based on the rate of development and cannot be precisely quantified beforehand. The consultants will perform work on an as needed basis. Accordingly, all work performed under the agreements will be pursuant to individual work orders.

In 2019, the Engineering Division's three highest third party billing months were on average \$60,000 a month. A full year using that average would be \$720,000 a year in third party review and inspection services. Due to the unpredictable nature of the land development and construction market which may increase the demand for engineering services, the Engineering Division is requesting that the City Council authorize a not-to-exceed budget of \$1,000,000 each year for each of the 2 qualified consultants.

ENGINEERING SERVICES PROCESS

The Engineering Division will authorize work under these agreements on a task order basis and will rely primarily on pass-through funds provided by applicants for specific development projects. Once the on-call agreements are executed, these specific projects will be processed and tracked with the on-call firms through the following process:

1. Proposed project will apply for engineering services under either (a) plan review, (b) mapping review, or (c) construction inspection.
2. Engineering will assign a third party reviewer or inspector based on the consultants' availabilities and workloads.
3. Applicant will deposit with the City a standard \$5,000 for third party and staff time.
4. Staff will track the consultants' authority through task orders and invoice totals.

FISCAL IMPACT

Consultant expenses will be charged as a pass through expense against development applicants through associated permit fees and deposits.

RELATIONSHIP TO STRATEGIC PLAN

The proposed engineering service agreements are consistent with the City's Strategic Plan initiative of Quality of Life by helping to provide safe and well-designed infrastructure.

CONCLUSION

Staff recommends the City Council adopt a resolution authorizing the City Manager to execute consulting

services agreements with CSG Consultants, Inc. and West Coast Code Consultants, Inc. based on their qualifications, experience, and references.

Attachments:

1. Interview Evaluation Score Sheets
2. CSG Profile and Project Team Sheet
3. WC3 Profile and Project Team Sheet