

TO: Andrew P. Powers, City Manager

FROM: Clifford G. Finley, Public Works Director

DATE: June 20, 2023

SUBJECT: On-Call Professional Services Agreements

RECOMMENDATION:

1. Approve on-call Professional Services Agreements with 104 firms for various services for a three-year period ending June 30, 2026, with not-to-exceed amounts up to \$500,000 for each fiscal year, and not-to-exceed amounts of \$125,000 for each individual Task Order.
2. Find that this action is not a project as defined under the California Environmental Quality Act.

FINANCIAL IMPACT:

Financial Impact to be Determined. Funds will be identified on a case-by-case basis and will be charged to the appropriate Adopted FY 2023-24 and FY 2024-25 Capital and Operating Budgets. If budget is not available, staff will request budget appropriation from City Council. Funds for FY 2025-26 will be requested during the upcoming biennial budget process.

BACKGROUND:

The City utilizes professional consultants on a regular basis for a variety of projects. To ensure projects are completed in a timely and efficient manner, on-call agreements with pre-qualified companies are executed in advance. These agreements and services are also available in emergency situations.

Through the on-call agreement process, staff utilizes the services of pre-qualified engineering firms and consultants in 20 separate service categories, who perform a variety of services on an as-needed basis. Companies recommended for on-call agreements are selected based on their expertise for one or more of the service categories noted in their Statement of Qualifications (SOQ) as submitted in response to a Request for Proposal/Qualifications (RFP/Q) process. The City has invited all qualified firms to enter into a three year on-call agreement. Specific projects are authorized through individual task orders up to \$125,000.

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On January 13, 2023, the City publicly advertised a formal RFP/Q for Professional On-Call Consulting Services in the Thousand Oaks Acorn newspaper and on the City's e-procurement website. The notice was also sent to 2,180 companies requesting a SOQ for the following professional service disciplines:

1. Civil Engineering
2. Construction Management and Cost Estimating
3. Electrical Consulting and Engineering
4. Subservice Utility Engineering
5. Mechanical Engineering
6. Traffic Engineering
7. Wastewater Consulting and Engineering
8. Geotechnical
9. Material Testing
10. Environmental Consulting and Monitoring
11. Right of Way
12. Pavement Management
13. Emergency Management
14. Public Outreach
15. Solar Photovoltaic
16. Surveying
17. Hydrology and Stormwater
18. Landscape Architecture
19. Supervisory Control and Data Acquisition
20. Geographic Information System

On February 16, 2023, the City received 105 SOQs (one firm not qualified) from companies in California, Washington, Texas, Virginia, and North Carolina. A list of the qualified firms is provided as Attachment #1.

An eight-member Public Works Committee was established to evaluate the SOQs based on the following qualification criteria:

1. Approach and project understanding of work required by City
2. Quality, clarity, responsiveness, conformance with the terms of this RFP/Q, and overall impression of proposal
3. Qualifications and availability of key persons to be assigned to the contract resulting from this solicitation
4. Work experience with City
5. Client references
6. Demonstrated competence
7. Reasonableness of cost (hourly rates)

DISCUSSION/ANALYSIS:

Based on staff's review of the SOQs and verification of listed references, 104 companies are recommended to be awarded on-call professional service agreements. The existing list of approved on-call service companies have agreements that will expire on June 30, 2023, and will be replaced with a new list of approved companies for a three-year term.

Task Orders for all the on-call companies will be issued for each approved project. All pre-approved companies within specific service categories will be contacted by staff to submit a proposal for projects. Selection will be determined in accordance with the City's Purchasing Manual:

1. Task Orders up to \$75,000 will be issued on a rotational basis, based on the consultant's expertise or by collecting a minimum of three proposals from the approved on-call company list for each specific service discipline. A Task Order is then negotiated with the company that provides the proposal with the best value.
2. Task Orders for \$75,000 - \$125,000 will include the receipt of at least three proposals for each specific service discipline. A Task Order is then negotiated that provides the proposal with the best value.
3. Services estimated over \$125,000 will be selected through a separate Request for Proposal/Qualifications (RFP/Q) process with a separate agreement subject to City Council approval.

Agreements recommended for approval are for a maximum of \$200,000- \$500,000 per year, depending on the scope, for a three-year term that will expire on June 30, 2026. Authorized funds will be identified for each Task Order and copies of the on-call agreements (Attachment #2) with all recommended firms are on file in the City Clerk Department.

This action is not a project as defined under the California Environmental Quality Act because this action will not result in a direct or foreseeable indirect physical change in the environment.

COUNCIL GOAL COMPLIANCE:

Meets the following City Council goals:

C. Operate City government in a fiscally and managerially responsible and prudent manner to ensure that the City of Thousand Oaks remains one of California's most desirable places to live, work, visit, recreate, and raise a family.

F. Provide and enhance essential infrastructure to ensure that the goals and policies of the Thousand Oaks General Plan are carried out and the City retains its role and reputation as a leader in protecting the environment and preserving limited natural resources.

PREPARED BY: Grahame Watts, Emergency Services Manager

Attachments:

Attachment #1 – Company List

Attachment #2 – Sample Agreement and Task Order