

TO: Andrew P. Powers, City Manager

FROM: Clifford G. Finley, Public Works Director

DATE: September 27, 2022

SUBJECT: Rancho Conejo Biotech Area Sidewalk Project Engineering Services - CI 5664

RECOMMENDATION:

1. Approve Professional Services Agreement with MNS Engineers, Inc., (Thousand Oaks, CA) in an amount not-to-exceed \$315,866 for engineering and design of the Rancho Conejo Biotech Area Sidewalk Project (CI 5664), plus extra services of \$31,634, for a total amount not-to-exceed of \$347,500, with a term ending June 30, 2024, with optional extensions to June 30, 2027.
2. Authorize acceptance of Federal COVID Relief and Recovery Supplemental Appropriation Act Grant from Federal Highway Administration, in the amount of \$1,592,969 for the construction phase of the Rancho Conejo Biotech Area Sidewalk Project (CI 5664).
3. Approve budget appropriation in the amount of \$1,592,969 from A/C #183-0000-438-9900 (Federal Grant/Other) to A/C #183-5310-631-8300 (CI 5664, Rancho Conejo Biotech Area Sidewalk Project).
4. Approve budget appropriation in the amount of \$1,600,000 from A/C #001-0000-311-1000 (General Fund, Fund Balance) to A/C #001-5310-631-8300 (CI 5664, Rancho Conejo Biotech Area Sidewalk Project).
5. Authorize expenditure in the amount of \$352,500 (\$315,866 Agreement, plus extra services of \$31,634, and \$5,000 City Furnished Materials and Supplies) from A/C #001-5310-631-8300 (CI 5664, Rancho Conejo Biotech Area Sidewalk Project).

FINANCIAL IMPACT:

\$1,592,969 Increase to Adopted FY 2022-23 Grant Fund Budget, Fully Offset by Federal Highway Administration CRRSA Act Grant and \$1,600,000 Increase to Adopted FY 2022-23 General Fund Budget. Minimal staff costs to prepare agreement and reports are included in the Adopted FY 2022-23 General

Fund Budget. There are adequate capital reserves in the General Fund for this project. The total estimated cost of the project is \$3,192,900.

BACKGROUND:

The Rancho Conejo Biotech Area, located in Newbury Park, north of Hillcrest Drive and along Rancho Conejo Boulevard and Lawrence Drive (Attachment #1), has several segments without existing pedestrian amenities, such as sidewalks and crosswalks, along the busy industrial and biotech zones.

The City plans to provide pedestrian facilities within the Rancho Conejo Biotech Area with the main project objective of installing some sections of missing segments of sidewalk in order to improve pedestrian safety within the project limits. The improvements consist of sidewalk construction, reconstruction of driveways, curb ramp construction, and construction of retaining walls. The project also includes installation of a new pedestrian crossing on Rancho Conejo Boulevard at Corporate Center Drive, including enhanced crosswalk striping and Rectangular Rapid Flashing Beacons (RRFB).

The total project budget including design and construction phases is estimated at \$3,192,900, which consists of \$1,592,969 in federal funding from the COVID Relief and Recovery Supplemental Appropriation Act Grant (CRRSA) for the construction phase, with the balance of \$1,600,000 to be funded by the City's General Fund for both design and construction phases. The Ventura County Transportation Commission (VCTC) informed the City about the availability of CRRSA Act funding and requested the City to list a project for the funding in November 2021. Staff listed the Rancho Conejo Area Sidewalk project for the funding, which was added to the approved Federal Transportation Improvement Program (FTIP) listing on June 23, 2022. The project construction phase funding will need to be allocated by the California Transportation Commission (CTC) and then obligated by Federal Highway Administration (FHWA) through Caltrans prior to the City bid advertisement for construction.

DISCUSSION/ANALYSIS:

The City requires professional design services from a professional engineering firm to complete the design, surveying, engineering, and traffic design for the project. In accordance with Government Code section 4526 and Thousand Oaks Municipal Code section 3-10.401, staff solicited a Request for Proposals/Qualifications (RFP/Q) for the Rancho Conejo Biotech Area Sidewalk Project. Unlike the low bid requirements of the Public Contract Code, contracts for professional, management, general, or special services should only be awarded to firms or persons who have demonstrated an adequate level of experience, competence, training, credentials, resources, staffing, and other professional

qualifications necessary for more than a satisfactory performance of the services solicited. The award of an RFP/Q is based upon a variety of factors that demonstrate best value to the City for the solicited scope of service. The cost of the service may be considered as one of those factors; however, the lowest cost is not the sole factor in deciding who will be awarded the contract.

On July 8, 2022, the City published a RFP/Q for engineering consulting firms to provide the required professional services for the following phases of the project: Phase I - Engineering Design and Bid Process, and Phase II - Construction Engineering Support, Inspection, and Material Testing.

The RFP/Q was sent out to over 800 vendors, a total of 37 vendors downloaded the RFP/Q document; however, in response to the published RFP/Q, the City received only one proposal which was from MNS Engineers, Inc., (MNS) – Thousand Oaks, CA. Staff evaluated the proposal for content, qualifications, creativity, project understanding, and quality. MNS was selected based on the following criteria:

1. Experience with this type of project
2. Key personnel experience with similar projects
3. Knowledge of project scope and level of effort
4. Overall qualifications and value
5. Familiarity with federal funding requirements

A detailed scope of work and consulting fees have been negotiated and finalized with MNS for services under Phase I (Design/Bid Process) of the project. Staff recommends City Council approve the Professional Services Agreement with MNS for Phase I services in the amount of \$315,866 (Attachment #2). Upon successful completion of the Design Phase, staff will seek City Council's authorization to amend MNS's contract to provide professional consulting services in connection with Construction Phase of the project. The proposed Rancho Conejo Biotech Area Sidewalk Project was not originally included in the Adopted FYs 2021-23 Capital Improvement Program Budget.

ESTIMATED PROJECT COST SUMMARY

Design (This Action)	\$ 315,866
Design Extra Services (This Action)	\$ 31,634
City Furnished Materials/Supplies (This Action)	\$ 5,000
Construction Estimate (Future Action)	\$ 2,840,400
Total Estimated Project Cost	\$ 3,192,900

PROJECT TIMELINE

Begin Design	Fall 2022
Complete Design	Summer 2023
Federal Fund Obligation	Fall 2023
Bid & Award Process	Winter 2024
Begin Construction	Spring 2024
Project Completion	Spring 2025

Community Outreach: Staff will develop and implement a public outreach plan for the project, with particular focus on the businesses located adjacent to the project, as well as the general public. Various communications tools and strategies, including community meetings (if needed), press releases, websites update, and social media posts will be utilized to inform the public and receive feedback. A dedicated project website will be created where updated project information will continue to be provided throughout the construction phase of the project.

Based on the project timeline, staff will return to City Council for authorization to bid on the construction of the rehabilitation work in early 2024. This project meets City Council's Top Ten Priorities #8, "Facilitate continued investment in the Thousand Oaks Biotech cluster" and #9, "Public Works Infrastructure Investments."

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: Masoud Razavi, Engineering Associate

Attachments:

Attachment #1 – Vicinity and Location Map

Attachment #2 – Professional Services Agreement with MNS Engineers