

CITY COUNCIL AGENDA: APRIL 15, 2014

SUBJECT: AUTHORIZATION TO DISTRIBUTE REQUEST FOR QUALIFICATIONS (RFQ) FOR ON-CALL CONSULTING SERVICES

SOURCE: Public Works Department – Engineering Division

COMMENT: The Public Works Department is seeking to maintain On-Call Consulting Services contracts with qualified consulting firms to provide right-of-way and surveying services to the City when there is an identified funding source for a project. Professional services are contracted through demonstration of competency and qualifications-based standards to ensure compliance with the Brooks Act and Government Code governing professional standards. Said services will be utilized on a number of capital improvement projects that require specialization outside of the scope that the department is able to perform with its own staff. At this time, staff is requesting authorization to distribute a Request for Qualifications (RFQ) for On-Call Consulting Services for each specialty discipline.

The right-of-way services to be rendered under this contract would consist of, but not be limited to, the preparation of appraisal and acquisition documents along with other related items as necessary to comply with the Uniform Act. The surveying services to be rendered under this contract would consist of, but not be limited to, the preparation of topographic surveys, legal descriptions and exhibits, and construction staking along with other related items as necessary to comply with the Business and Professions Code. When right-of-way or surveying services are requested, a task order will be created based on a fair and reasonable price and specify a maximum length of contract duration. Although the City Engineer or qualified staff will review the consultant's work, the above referenced skills are essential to meeting the objectives of this program.

Due to the increasing number of documentation and requirements involved for each fiscal year's projects, staff must ensure that all such requirements are met so that funding is not jeopardized for grant-based projects. RFQs for On-Call Consulting Services contracts must be circulated on an on-going basis, not to exceed five years, as an extension of providing fair and open competition.

RECOMMENDATION: That City Council authorize staff to distribute a Request for Qualifications for On-Call Consulting Services for right-of-way and surveying services.

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