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GENERAL SERVICES DEPARTMENT

CITY OF SACRAMENTO
CALIFORNIA

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June 1, 2004

City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: MASTER CONSULTANT DESIGN SERVICES LIST FOR ON-CALL
PROFESSIONAL CONSULTANT SERVICES FOR PUBLIC FACILITIES**

LOCATION AND COUNCIL DISTRICT:

Citywide. All Council Districts.

RECOMMENDATION:

This report recommends that the City Council adopt the attached resolution authorizing the City Manager to approve a Master Consultant Design Services list with 22 pre-qualified firms, listed in Exhibit A, in a not-to-exceed amount of \$100,000 per project for each consultant.

**CONTACT PERSONS: Arthur Lytle, Senior Architect, 808-8460
Bob Williamson, Supervising Architect, 808-8430**

FOR COUNCIL MEETING OF: June 29, 2004

SUMMARY:

Approval of the Master Consultant Design Services list (Exhibit A) is required to provide timely professional design services for public facilities projects designated as small projects. Small projects are defined as projects usually not exceeding \$250,000 in total construction cost.

COMMITTEE/COMMISSION ACTION:

None.

BACKGROUND INFORMATION:

On December 2, 2003, City Council adopted Resolution No. 2003-853, which approved recommendations from Smith Culp Consulting for improving the delivery of small projects. This report addresses the specific recommendation to "make more extensive use of an annual

City Council
Master Consultant Design Services List
June 1, 2004

solicitation of qualifications of consultants to establish an on-call list of pre-approved consultants to avoid the time-consuming and costly Request for Qualifications/Request for Proposals (RFQ/RFP) process for the many smaller projects implemented by the City.” The Master Consultant Design Services list provides for timely selection of professional services on small projects.

On March 23, 2004, the General Services Department released a RFQ for on-call professional consultant services for public facilities projects defined as small projects not exceeding \$250,000 in total construction costs. The document was advertised on the City’s internet site at www.pwsacramento.com/projectbids , the City’s Office of Small Business Development’s web site, and the Sacramento Observer. In addition, the RFQ was sent to the Asian Pacific, Black, Hispanic, and Metropolitan chambers of commerce.

The City solicited statements of qualifications in nine specialty categories listed below:

<u>Discipline/Category</u>	<u>Number of Submittals Received</u>
Architecture	9
Landscape Architecture	6
Civil Engineering	7
Structural Engineering	9
Mechanical Engineering	4
Electrical Engineering	5
Surveying	4
Project Management	6
Toxic Remediation	<u>2</u>
	52

A total of 52 firms responded. A panel of City staff from the departments of General Services, Building, and Parks and Recreation, reviewed and evaluated the statements of qualification based on experience, qualifications, and Emerging Small Business Department (ESBD) and Minority/Women Business Enterprises (M/WBE) utilization. The most qualified firms are listed in Exhibit A. Some firms pre-qualified in more than one specialty category.

Approval of the Master Consultant Design Services list is necessary to provide rapid selection of professional services in response to a small project. Capital improvement projects assigned to consultants will require an agreement to be approved per project.

FINANCIAL CONSIDERATIONS:

Each consultant service agreement shall be less than \$100,000 per project. The Master Consultant Design Services list expires at the end of fiscal year 2005, and may be extended twice for one additional year each. The costs expended under these agreements will be provided for in each capital improvement project budget. Consultants may have multiple assignments, but the aggregate amount requested for approval shall not exceed \$500,000 for each consultant.

ENVIRONMENTAL CONSIDERATIONS:

The adoption of a Master Consultant Design Services list is "not a project" as defined by Section 15378 of the California Environmental Quality Act (CEQA) guidelines. The recommended action involves no physical construction and has no potential to cause a significant impact to the environment.


POLICY CONSIDERATIONS:

The proposed City Council action is consistent with the City's Strategic Plan goal to enhance and preserve the neighborhoods and is consistent with Chapter 3.64 of the Sacramento City Code and existing policy regarding Professional Service Agreements for Capital Improvement Projects.

ESBD CONSIDERATIONS:

The RFQ required consultants to meet the 20% project participation from ESBE or SBE certified firms and to conform to participation guidelines for M/WBE in lieu of the City of Sacramento Emerging and Small Business Enterprise (ESBE) program requirements for future projects funded with federal Community Development Block Grant (CDBG) dollars. All firms met or exceed the required project participation goals.

Respectfully submitted,


Gene Moore
Facility and Property Manager

RECOMMENDATION APPROVED:

Approved:


Thomas V. Lee
Deputy City Manager/
Interim General Services Director


ROBERT P. THOMAS
City Manager

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**APPROVE MASTER CONSULTANT DESIGN SERVICES LIST FOR ON CALL
PROFESSIONAL CONSULTANT SERVICES FOR PUBLIC FACILITIES PROJECTS**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

- The City Manager is authorized to approve the Master Consultant Design Services list (see Exhibit A) in a not-to-exceed amount of \$100,000 per project for each consultant up to a maximum of \$500,000 per consultant per year.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

EXHIBIT A

**MASTER CONSULTANT DESIGN SERVICES LIST FOR ON-CALL PROFESSIONAL
CONSULTANT SERVICES FOR PUBLIC FACILITIES**

Architecture

FWA
HMR Architects
Kitchell
Lionakis Beaumont Design Group Inc.
Rhett Associates, Inc.

Civil Engineering

Carter Burgess
Kimley-Horn and Associates, Inc.
Mark Thomas & Company, Inc.
RBF Consulting
Willdan

Electrical Engineering

Kitchell
Stantec
Willdan

Landscape Architecture

Beals Alliance
Callander Associates
Carter Burgess
Stantec
The HLA Group

Mechanical Engineering

Kitchell
Optimized Energy & Facilities Consulting
Stantec

Project Management

Kitchell
Swinerton Management & Consulting
Willdan
Zahn Group

Structural Engineering

Buehler & Buehler
Cole/Yee/Schubert & Associates
Kitchell
Lionakis Beaumont Design Group Inc.
Willdan
ZFA

Survey

Carter Burgess
Mark Thomas & Company, Inc.
RBF Consulting
Willdan

Toxic Remediation

Kleinfelder
Mactec

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