



## Staff Report May 13 , 2025

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**TO:** Honorable Mayor and Town Council  
**FROM:** Richard Ly-Lee, Town Engineer  
**RE:** Approval of a Contract Amendment with Unico Engineering for Professional Services

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### **Recommendation**

Staff recommends that the Town Council adopt a resolution authorizing the Town Manager to amend a contract for on-call professional services with Unico Engineering in the amount of \$125,000 to a revised total of \$375,000.

### **Issue Statement and Discussion**

The Engineering Department oversees multiple functional areas, including Development Review, Traffic Engineering, Solid Waste Management, and Capital Project Administration. Unlike larger municipalities with dedicated staff for each section, the Town of Loomis has only one in-house engineering position, the Town Engineer. The Town Engineer is responsible for the overall management of the department and relies on consultants to handle the workload across these sections. In January 2024, the Engineering Division issued a Request for Qualifications (RFQ) seeking various categories of professional Civil Engineering services. One such category was for Engineering Staff Augmentation to provide on-call land surveying and professional engineering inspection services. This is work that involves Town Surveyor and Land Surveying Services, Public Works Inspector for Encroachment Permits and Small CIP Projects, and Public Works Inspector for Grading and Stormwater Compliance.

Following the evaluation and categorization of proposals submitted in response to the Town's Request for Qualifications (RFQ), UNICO Engineering was identified as having the staff expertise and availability to support the Town's inspection and engineering needs in a part-time capacity. In alignment with the RFQ terms, the Town negotiated a professional services agreement with UNICO Engineering for a term of up to three years. A draft of this agreement, prepared using the Town's standard "Contract for Services" template, is provided as Attachment B.

Subsequently, a contract amendment is proposed to address the increased level of inspection support required for several major capital improvement projects initiated in Fiscal Year 2024–25. Additional inspection services are also anticipated for two more capital improvement projects scheduled for the remainder of FY 2024–25. The amendment will ensure continued compliance with construction standards and maintain the delivery schedule for these critical infrastructure investments.

**CEQA Requirements**

The proposed action is not subject to review under CEQA pursuant to Section 15060(c)(3), as it is not a project, and Section 15061(b)(3), which exempts administrative items since they will not result in any direct or indirect physical change in the environment.

**Financial and/or Policy Implications**

The proposed contract with Unico Engineering is amended to increase the budget by \$125,000 for a total contract amount of \$375,000. Funding for the recommended contract is available from the Town's General Fund Capital Reserves (Fund 110) or will be charged against the individual Capital Improvement Project Budgets that the consultant works on. A portion of the costs of the Consultant services is recoverable as Permit Fees collected. These fees serve as revenue against General Fund Expenditures.

**Attachment**

- A. Resolution
- B. Work Plan and Cost Estimate

**TOWN OF LOOMIS**

**RESOLUTION NO. 25 - \_\_\_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS  
AUTHORIZING THE TOWN MANAGER TO EXECUTE A CONTRACT AMENDMENT FOR  
PROFESSIONAL SERVICES WITH UNICO ENGINEERING IN THE AMOUNT OF \$375,000**

WHEREAS, the Engineering Department requires a qualified firm to provide Professional Engineering Inspection and Land Surveying Services; and

**WHEREAS**, the duties envisioned require specialized knowledge, in a part-time capacity, which the Town feels can best be provided under a professional services contract; and

**WHEREAS**, In July 21<sup>st</sup> 2024, the Engineering Division issued contract for services with Unico Engineering; and

**WHEREAS**, the Town negotiated an initial scope of services with Unico Engineering using the Town's standard Consultant "Contract for Services" agreement; and

**WHEREAS**, the Town Engineer recommends that it is in the Town's best interest to amend its professional services agreement with Unico Engineering to provide the required services.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Town Council of the Town of Loomis hereby authorizes the Town Manager to execute an amendment for on-call professional services with Unico Engineering in the amount of \$125,000; and be it

**FURTHER RESOLVED** that the on-call contract will be drafted using the Town's standard "Consultant Contract for Services" agreement template.

**PASSED AND ADOPTED** this 13<sup>th</sup> day of May 2025 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

ATTEST:

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Town Clerk

Mayor

## **Consultant Scope of Work**

### **Engineering Staff Augmentation:**

#### **Town Surveyor and Land Surveying Services**

- Check map content for completeness.
- Check map closure calculations for accuracy.
- Sign the Town Surveyors Statement stating that the map is technically correct.
- There may also be occasions where the Town requires surveying services to verify the location of property lines, to prepare plat and legals for right-of-way and/or easement dedications, or to provide construction staking.

#### **Public Works Inspector for Encroachment Permits and Small CIP Projects**

- Outside utility agency encroachment permit inspections (PG&E, PCWA, SPMUD).
- Inspection of locally funded capital projects.
- Given variable workload demands, flexibility and the ability to complete work in time blocks as small as an hour is required for this category of work.

#### **Public Works Inspector for Grading and Stormwater Compliance**

- Field inspection of grading permits for compliance with approved plans.
- Serve as the Town's SWPPP inspector, oversee and enforce the implementation of stormwater BMPs.
- Given variable workload demands, flexibility and the ability to complete work in time blocks as small as an hour is required for this category of work.

## RATE SCHEDULE

UNICO Engineering, Inc.  
2024-2028

OVERHEAD %: **144.92%** PROFIT %: **10%** ESCALATION %: **3%**

CLASSIFICATION	DIRECT LABOR HOURLY RATE RANGE		HOURLY RATE RANGE 2024		HOURLY RATE RANGE 2025		HOURLY RATE RANGE 2026		HOURLY RATE RANGE 2027		HOURLY RATE RANGE 2028	
Principal Engineer	\$ 100.00	\$ 120.00	\$ 269.41	\$ 323.29	\$ 277.49	\$ 332.99	\$ 285.82	\$ 342.98	\$ 294.39	\$ 353.27	\$ 303.23	\$ 363.87
Construction Manager	\$ 75.00	\$ 95.00	\$ 202.06	\$ 255.94	\$ 208.12	\$ 263.62	\$ 214.36	\$ 271.53	\$ 220.80	\$ 279.67	\$ 227.42	\$ 288.06
Resident Engineer	\$ 70.00	\$ 95.00	\$ 188.59	\$ 255.94	\$ 194.25	\$ 263.62	\$ 200.07	\$ 271.53	\$ 206.08	\$ 279.67	\$ 212.26	\$ 288.06
Assistant Resident Engineer	\$ 40.00	\$ 65.00	\$ 107.76	\$ 175.12	\$ 111.00	\$ 180.37	\$ 114.33	\$ 185.78	\$ 117.76	\$ 191.36	\$ 121.29	\$ 197.10
Structures Representative	\$ 70.00	\$ 85.00	\$ 188.59	\$ 229.00	\$ 194.25	\$ 235.87	\$ 200.07	\$ 242.95	\$ 206.08	\$ 250.23	\$ 212.26	\$ 257.74
Office Engineer/Document Control	\$ 30.00	\$ 50.00	\$ 80.82	\$ 134.71	\$ 83.25	\$ 138.75	\$ 85.75	\$ 142.91	\$ 88.32	\$ 147.20	\$ 90.97	\$ 151.61
Civil/Bridge Inspector (Group 1 Prevailing Wage)	\$ 65.00	\$ 85.00	\$ 175.12	\$ 229.00	\$ 180.37	\$ 235.87	\$ 185.78	\$ 242.95	\$ 191.36	\$ 250.23	\$ 197.10	\$ 257.74
Civil/Bridge Inspector (Group 1 Non-Prevailing Wage)	\$ 65.00	\$ 85.00	\$ 175.12	\$ 229.00	\$ 180.37	\$ 235.87	\$ 185.78	\$ 242.95	\$ 191.36	\$ 250.23	\$ 197.10	\$ 257.74
Civil/Construction Inspector (Group 2 Prevailing Wage)	\$ 65.00	\$ 85.00	\$ 175.12	\$ 229.00	\$ 180.37	\$ 235.87	\$ 185.78	\$ 242.95	\$ 191.36	\$ 250.23	\$ 197.10	\$ 257.74
Civil/Construction Inspector (Group 2 Non-Prevailing Wage)	\$ 65.00	\$ 85.00	\$ 175.12	\$ 229.00	\$ 180.37	\$ 235.87	\$ 185.78	\$ 242.95	\$ 191.36	\$ 250.23	\$ 197.10	\$ 257.74
Electrical Inspector (Group 2 Prevailing Wage)	\$ 65.00	\$ 85.00	\$ 175.12	\$ 229.00	\$ 180.37	\$ 235.87	\$ 185.78	\$ 242.95	\$ 191.36	\$ 250.23	\$ 197.10	\$ 257.74
Electrical Inspector (Group 2 Non-Prevailing Wage)	\$ 65.00	\$ 85.00	\$ 175.12	\$ 229.00	\$ 180.37	\$ 235.87	\$ 185.78	\$ 242.95	\$ 191.36	\$ 250.23	\$ 197.10	\$ 257.74
Structural Inspector (Group 2 Prevailing Wage)	\$ 65.00	\$ 85.00	\$ 175.12	\$ 229.00	\$ 180.37	\$ 235.87	\$ 185.78	\$ 242.95	\$ 191.36	\$ 250.23	\$ 197.10	\$ 257.74
Structural Inspector (Group 2 Non-Prevailing Wage)	\$ 65.00	\$ 85.00	\$ 175.12	\$ 229.00	\$ 180.37	\$ 235.87	\$ 185.78	\$ 242.95	\$ 191.36	\$ 250.23	\$ 197.10	\$ 257.74
SWPPP Inspector	\$ 53.00	\$ 65.00	\$ 142.79	\$ 175.12	\$ 147.07	\$ 180.37	\$ 151.48	\$ 185.78	\$ 156.03	\$ 191.36	\$ 160.71	\$ 197.10
Program Manager	\$ 80.00	\$ 100.00	\$ 215.53	\$ 269.41	\$ 222.00	\$ 277.49	\$ 228.66	\$ 285.82	\$ 235.52	\$ 294.39	\$ 242.58	\$ 303.23
Survey Manager	\$ 80.00	\$ 90.00	\$ 215.53	\$ 242.47	\$ 222.00	\$ 249.74	\$ 228.66	\$ 257.24	\$ 235.52	\$ 264.95	\$ 242.58	\$ 272.90
Senior Land Surveyor	\$ 60.00	\$ 75.00	\$ 161.65	\$ 202.06	\$ 166.50	\$ 208.12	\$ 171.49	\$ 214.36	\$ 176.64	\$ 220.80	\$ 181.94	\$ 227.42
Staff Land Surveyor	\$ 40.00	\$ 60.00	\$ 107.76	\$ 161.65	\$ 111.00	\$ 166.50	\$ 114.33	\$ 171.49	\$ 117.76	\$ 176.64	\$ 121.29	\$ 181.94
Party Chief (Prevailing Wage)	\$ 70.00	\$ 90.00	\$ 188.59	\$ 242.47	\$ 194.25	\$ 249.74	\$ 200.07	\$ 257.24	\$ 206.08	\$ 264.95	\$ 212.26	\$ 272.90
Party Chief (Non-Prevailing Wage)	\$ 40.00	\$ 60.00	\$ 107.76	\$ 161.65	\$ 111.00	\$ 166.50	\$ 114.33	\$ 171.49	\$ 117.76	\$ 176.64	\$ 121.29	\$ 181.94
Chainman/Rodman (Prevailing Wage)	\$ 70.00	\$ 90.00	\$ 188.59	\$ 242.47	\$ 194.25	\$ 249.74	\$ 200.07	\$ 257.24	\$ 206.08	\$ 264.95	\$ 212.26	\$ 272.90
Chainman/Rodman (Non-Prevailing Wage)	\$ 25.00	\$ 50.00	\$ 77.00	\$ 154.00	\$ 79.31	\$ 158.62	\$ 81.69	\$ 163.38	\$ 84.14	\$ 168.28	\$ 86.66	\$ 173.33
Draftsman/Survey Technician	\$ 25.00	\$ 35.00	\$ 67.35	\$ 94.29	\$ 69.37	\$ 97.12	\$ 71.45	\$ 100.04	\$ 73.60	\$ 103.04	\$ 75.81	\$ 106.13
Drone Pilot/Technician	\$ 55.00	\$ 65.00	\$ 148.18	\$ 175.12	\$ 152.62	\$ 180.37	\$ 157.20	\$ 185.78	\$ 161.92	\$ 191.36	\$ 166.77	\$ 197.10

- Reimbursement for per diem and mileage expenses shall be per the current federal reimbursement rate.
- Cost of normal survey stakes and other field supplies are included in the above rates. Special monuments, iron stakes, etc. will be charged at cost.
- Outside reproductions, services, and consultants will be charged at cost plus 10%.
- Per prevailing wage, a shift differential of 12.5% applies for any covered work shift beginning after 2PM.
- Yearly prevailing wage anticipates a 3% escalation, however increases in DIR rate determinations will be charged accordingly.
- Overtime rate will be billed at 1.5 times the hourly rate for non-exempt employees.
- Yearly Hourly Rate effective January 1 - December 31.