



## Staff Report

### March 12, 2019

**TO:** Honorable Mayor and Members of the Town Council  
**FROM:** Brit Snipes, Town Engineer  
**DATE:** March 12, 2019  
**RE:** On-Call Civil Design Services contracts

#### Recommendation

Adopt resolution awarding On-Call Surveying and Civil Engineering Contracts to four consultants and authorize the Town Manager to execute four agreements acceptable to the Town for providing such On-Call Surveying and Civil Engineering Services, each in an amount not to exceed \$50,000 over the next three years.

#### Issue Statement and Discussion

The Public Works Department anticipates the need for Surveying and Civil Engineering services over the next three years to provide the design for several Capital Improvements Projects as well as extension of staff for plan review and inspection services

These on-call contracts will allow the Public Works Department to identify and design projects in a timely manner, being proactive instead of reactive. Having design consultants under contract also allows the Town to quickly go after grants and other funding opportunities as well as being able to quickly design projects where time is of the essence.

The Public Works Department released a Request for Qualifications in December 2018. Thirteen consulting firms submitted Statements of Qualifications. Town staff reviewed, evaluated and ranked the submittals and after discussing the results, agreed to recommend the top four consulting firms for on-call contracts. These four firms vary in size and discipline to give the Town the opportunity to use the best fit consultant for each project.

Psomas	Large firm	surveying, Caltrans processing, road, signal and bridge design.
Unico Engineering	Small firm	surveying, drainage, road, stormwater, and grant acquisition
Coastland	Medium firm	extension of staff, road design
Bennett Engineering	Small firm	environmental, Caltrans processing, grant acquisition

Each on-call contract would be \$50,000 for three years and would lay dormant until a project is identified by the Public Works Director. One or more consultants will be provided with the scope of a project and each consultant will provide a cost for the services. The Director will evaluate the proposed

cost and if the cost is acceptable and within the project budget, the Public Works Director will issue a notice to proceed.

**CEQA Requirements**

There are no CEQA issues involved with these contracts.

**Financial and/or Policy Implications**

Funding for this contract will be from the Transportation Funds and Development Impact Fees identified in the Public Works Budget. This contract does not require a budget amendment as there are adequate funds in the budget to accommodate these expenditures.

**Attachments**

- A. Resolution

**TOWN OF LOOMIS**

**RESOLUTION NO. 19 – \_\_\_**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS  
AWARDING ON-CALL SURVEYING AND CIVIL DESIGN SERVICES AGREEMENTS TO PSOMAS,  
UNICO ENGINEERING, COASTLAND ENGINEERING AND BENNETT ENGINEERING  
AND AUTHORIZING TOWN MANAGER TO EXECUTE AN AGREEMENT  
ACCEPTABLE TO THE TOWN FOR PROVIDING SUCH SERVICES**

**WHEREAS**, The Town's Capital Improvement Projects require specialized civil design services;  
and

**WHEREAS**, current and forecasted Capital Improvement Projects in Loomis are and will remain below the level justifying the creation and hiring of a full-time employee with additional costs to the Town for benefits and pension; and

**WHEREAS**, a consulting firm would provide a multitude of additional services that could include surveying, civil engineering, plan review, inspections and other duties as needed; and

**WHEREAS**, thirteen proposals were received and reviewed for consistency with the Request for Qualifications (RFQ) and the needs of the Town of Loomis to provide surveying and civil engineering services.

**NOW, THEREFORE, IT IS HEREBY RESOLVED** that the Town Council of the Town of Loomis accepts the proposals of Psomas, Unico Engineering, Coastland Engineering and Bennett Engineering and hereby authorizes the Town Manager to execute agreements acceptable to the Town for on-call surveying and civil design services.

**PASSED AND ADOPTED** this 12<sup>th</sup> day of March 2019, by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAINED:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Town Clerk