



STAFF REPORT

TOWN COUNCIL MEETING OF APRIL 12, 2016

To: Town Council

From: Public Works Director

Subject: Execute On-Call contracts for Surveying and Civil Engineering Services with Wood Rodgers, Unico Engineering, Coastland Engineering and Bennett Engineering.

Date: April 12, 2016

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 \$40,000 over the next three years.

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 Capitol Improvements Projects. Projects include Phase 2 of the Downtown Master Plan, various drainage improvement projects and road rehabilitation projects. These projects will require specialized surveying and Civil Engineering.

These on-call contracts will allow the Public Works Department to identify and design projects in a timely manner, being proactive instead of reactive. This approach also allows the Town to quickly go after grants and other funding opportunities as well as being able to quickly design high priority projects before they become larger more costly projects.

The Public Works Department released a Request for Qualifications in January 2016. Fourteen 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.

| | | |
|---------------------|-------------|---|
| Wood Rodgers | Large firm | surveying, Caltrans processing, road, signal and bridge design. |
| Unico Engineering | Small firm | surveying, drainage, road, stormwater 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 \$40,000 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. If the cost is acceptable and within the project budget, the Town Manager will issue a notice to proceed.

CEQA

There are no CEQA issues involved with the contract.

FINANCIAL IMPLICATIONS

Funding for these contracts will come from grants and the General Fund Reserves designated for Capital Projects.

TOWN OF LOOMIS

RESOLUTION NO. 16-

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
AWARDING ON-CALL SURVEYING AND CIVIL DESIGN SERVICES AGREEMENTS TO WOOD RODGERS,
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 and other duties as needed; and

WHEREAS, fourteen 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 Wood Rodgers, 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 by the Council of the Town of Loomis this 12th day of April, 2016 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

Mayor

ATTEST:

Town Clerk