



Staff Report

June 14, 2022

TO: Honorable Mayor and Members of the Town Council
FROM: Merrill Buck, Town Engineer
DATE: June 27, 2022
RE: Approve Amendment #2 to the Contract with UNICO Engineering

Recommendation

Staff recommends that the Town Council adopt a resolution approving Amendment No. 2 to the contract with UNICO Engineering, authorizing a \$300,000 increase to the contract amount and a two-year extension.

Background

The Public Works Department released a Request for Qualifications (RFQ) for on-call civil engineering services in December 2018. From the thirteen proposals received, four were selected and approved for on-call contracts by the Town Council on March 12, 2019. One of the selected firms was UNICO Engineering, which the Town has been using to fulfill the responsibilities of Town Surveyor and field inspection in the areas of stormwater compliance, grading, encroachment permits and capital project.

The contract with UNICO was approved in the amount of \$211,500 for a three-year term. On November 9, 2021, the Town Council approved Amendment #1 which increased the not to exceed amount to \$250,000 so that staff could continue relying upon UNICO's support staff over the duration of the contract.

The Request for Qualifications, from which UNICO was selected, included an option to extend the contract, by mutual agreement, for up to two additional years. Both the Town and UNICO have indicated a desire to exercise this option. The "burn rate" for UNICO's services averages approximately \$12,000 per month. Authorizing a contract amendment in the amount of \$300,000 will allow the Town to continue utilizing UNICO over the proposed two-year extension.

Discussion

The Engineering Division is responsible for managing numerous projects and services that the public relies upon including traffic engineering, administering the clean water and solid waste programs, resolution of complaints regarding public infrastructure in the right-of-way, plan review and inspection of private development, encroachment permit administration, and the oversight of design and construction for the Town's capital improvements. To achieve all this, the Town Engineer relies upon specialized expertise provided by part-time, as-needed, contract staff selected through a qualifications-based selection process.

UNICO Engineering is one of the firms that the Town utilizes in this capacity. Significant duties that UNICO is currently fulfilling include Subdivision Map Act compliance reviews as the Town Surveyor, weekly stormwater compliance checks and grading inspections, along with

encroachment permit and capital project inspections. For this, UNICO utilizes three separate part-time staff members. Because these duties are specialized and represent less than a full-time effort, it is more efficient to hire these services out, than to bring them in-house by authorizing new positions.

Given the work completed to date, and the additional work proposed over the next two years, a \$300,000 contract amendment is recommended, which will bring the not to exceed amount to \$550,000 and last through March 1, 2024.

CEQA Requirements

There are no CEQA implications associated with the recommended action.

Financial and/or Policy Implications

Funding for work performed by UNICO is available from Transportation Funds identified in the Public Works Budget along with individual project budgets in the adopted FY 2022-23 and FY 2023-24 CIP. A significant portion of the cost for their work is also recoverable from Development Impact Fees collected for grading and encroachment permits.

Attachment

- A. Resolution
- B. Amendment 2

TOWN OF LOOMIS

RESOLUTION 22 - _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
APPROVING AMENDMENT NO. 2 TO THE CONTRACT FOR SERVICES
WITH UNICO ENGINEERING AUTHORIZING A
\$300,000 INCREASE TO THE CONTRACT AMOUNT AND A TWO-YEAR EXTENSION**

WHEREAS, the Town and UNICO Engineering have entered into a contract for services dated March 13, 2019 in the amount of \$211,500 to assist the Town with on-call surveying and civil engineering services; and

WHEREAS, on November 9, 2021, the Town Council approved Amendment #1, which brought the total allowable compensation under the contract to \$250,000, so that the Consultant could continue providing professional engineering services over the contract duration; and

WHEREAS, the Town has identified the need for additional on-call professional services to perform the duties of Town Surveyor and to perform field inspections in the areas of stormwater compliance, grading, encroachment permits and capital projects; and

WHEREAS, the Town and UNICO Engineering now desire to approve a Second Amendment to the Contract, to increase the total allowable compensation by \$300,000; and

WHEREAS, Amendment #2 will bring the total not to exceed contract amount to \$550,000, and extend the contract duration by two (2) years; and

WHEREAS, funding is available for Amendment #2 from either Transportation Funds identified in the Public Works budget, Development Impact Fees, or project-specific Capital Improvement Program budgets.

NOW, THEREFORE, BE IT RESOLVED that the Town Manager of the Town of Loomis is hereby authorized and directed to execute Amendment #2 to the Contract for Services with UNICO Engineering Inc., to increase the total amount payable under the contract to a not to exceed amount of \$550,000 and to extend the project duration by two (2) years.

PASSED AND ADOPTED this 12th day of July 2022, by the following roll call vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAINED:

Mayor

ATTEST:

Deputy Town Clerk

**AMENDMENT #2
TO THE CONTRACT FOR SERVICES BETWEEN THE TOWN OF LOOMIS AND
UNICO ENGINEERING DATED MARCH 13, 2019**

This Amendment #2 to the Contract for Services between the TOWN OF LOOMIS ("Town") and UNICO ENGINEERING ("Consultant"), which was entered into on March 13, 2019, is made and entered into this 12th day of July, 2022 (the "Effective Date").

RECITALS

WHEREAS, on March 13, 2019, the Town and Consultant entered into a Contract for Services in the amount of \$211,500 to retain UNICO Engineering to provide on-call land surveying and professional engineering services; and

WHEREAS, on November 9, 2021, the Town Council approved Amendment #1, which brought the total allowable compensation under the contract to \$250,000, so that the Consultant could continue providing on-call land surveying and professional engineering services over the contract duration; and

WHEREAS, the Town has identified the need for additional on-call professional services to perform the duties of Town Surveyor and Field Inspector in the areas of stormwater compliance, grading, encroachment permits and capital project; and

WHEREAS, the Town and UNICO Engineering now desire to approve a Second Amendment to the Contract, to increase the total allowable compensation by \$300,000, for a total not to exceed contract amount of \$550,000, and to extend the contract duration by twenty-four (24) months.

NOW, THEREFORE, IT IS MUTUALLY AGREED by parties hereto, to amend said Contract as follows:

I. Amendment:

- A. Section 4, "Allowable Costs and Payment", of the Contract is hereby amended by replacing the figure \$211,500 with \$550,000.
- B. Section 2, "Performance Period", of the Contract is hereby amended with a new completion date of March 1, 2024.

II. Remaining Terms Unaffected:

Except as expressly provided herein, nothing in this Amendment shall be deemed to waive or modify any of the other provisions of the Contract. In the event of any conflict between this Amendment and the Contract, the terms of this Amendment shall control.

IN WITNESS WHEREOF the parties hereto have executed this Amendment as of the Effective Date.

TOWN OF LOOMIS

UNICO ENGINEERING, INC.

By: _____
Sean Rabe, Town Manager

By: _____
Cesar Montes de Oca, President

Attest:

Approved as to form:

By: _____
Carol Parker, Deputy Town Clerk

By: _____
Jeffrey Mitchell, Town Attorney