



Staff Report

September 13, 2022

TO: Honorable Mayor and Members of the Town Council
FROM: Merrill Buck, Town Engineer
RE: Approval of Contracts with Coastland, Anchor, and Capital Program Management for On-Call Professional Services

Recommendation

Staff recommends that the Town Council adopt a resolution authorizing the Town Manager to execute contracts for on-call professional services with Coastland in the amount of \$250,000; Anchor in the amount of \$150,000; and Capital Program Management (CPM) in the amount of \$150,000.

Issue Statement and Discussion

As part of the FY 2022-23 and FY 2023-24 Capital Improvements Program, the Town Council authorized the delivery of approximately three-dozen projects, valued at over \$8.2 million. Internal project management staff time typically accounts for an estimated 3-5% of the total project budget. Construction management and inspection typically accounts for an estimated 8-12% of the total project budget. Combining these two categories, anticipated project administration soft costs for the adopted CIP are estimated to be around \$1,000,000.

Given this workload, more staff is needed to administer projects. Creating and hiring a full-time employee position is one approach to doing this, but it is not recommended as it comes with added costs to the Town in the form of benefits and pension. There may also be a need to let staff go if project backlog turns out to be a two- or three-year spike and is not sustained by more identified projects. Finally, there is a lack of office space at Town Hall to put additional staff without remodeling the upstairs Engineering Division work area.

Prioritizing projects and only delivering what existing staff can get to is another approach, but this is also not recommended. Some of the funded projects have use-it-or-lose-it funding, such as the Playground Replacement Project at Sunrise Loomis Park, funded by a Proposition 68 grant that needs to be completed by the end of 2023. Or the \$1.6 million in storm drainage improvements that are funded out of the American Rescue Plan Act and need to be completed by the end of 2026. At a minimum, outside help should be utilized to deliver these projects, so that the Town doesn't have to give the money back.

In July 2022, following the adoption of the FY 2022-23 Capital Improvements Program, Town staff released a Request for Qualifications (RFQ) seeking proposals from qualified professional consulting firms to provide project management services to assist with the delivery of projects. Work included the administration of projects through scoping, design, and construction, in the following categories:

- Program administration of storm drainage related projects.
- Maintenance District master planning, needs assessment, and project implementation.
- Project administration of miscellaneous projects such as street resurfacing and concrete repair.

In response to the RFQ, the Town received three (3) proposals. Following interviews and rankings, contracts are recommended for each of the three firms in the following categories.

| <u>Firm</u> | <u>Category</u> | <u>Capabilities</u> |
|-------------|------------------------|--|
| Coastland | Storm Drain | Large firm with a design section. Currently assisting the Town with development review plan checks, including larger commercial property plan checks that have drainage and detention basin requirements. Same project manager will oversee the storm drain program. Can utilize design section staff at Coastland to complete bid packages. |
| Anchor | Maintenance District | Mostly a construction management firm with staff that can also provide municipal engineering services, with staff that has served as a former Public Works Director. Their proposed project manager is strong in the areas of estimating and scheduling, which will help with the preparation of the Maintenance District Master Plan. Anchor can also assist with construction management and will be assigned smaller projects such as the Concrete Repair and Slurry Seal projects. |
| CPM | Miscellaneous Projects | Their proposed project manager served as a former Town Planner and will be well suited for projects that involve community outreach, such as the replacement of play equipment at Sunrise Loomis Park. |

The approach of utilizing multiple consultants allows flexibility in assigning consultants specific duties that best match their capabilities. Services are anticipated to be part-time, provided on an as-needed basis, as project by project needs vary over time. The term of the on-call contract will be for one (1) year with up to two (2) additional, one-year renewal periods. Work will occur outside Town Hall, in the consultant's office. On-call contracts will be drafted using the Town's standard "Consultant Contract for Services" agreement template.

CEQA Requirements

There are no CEQA implications associated with the recommended action.

Financial and/or Policy Implications

Within the various adopted FY 2022-23 CIP storm drainage improvement project budgets, \$255,000 was allocated for design and project administration. Funding for the contract with Coastland will come from these funds.

Within the adopted FY 2022-23 CIP project budget for the Maintenance District Master Plan, \$35,000 was identified to complete an assessment of needed improvements within each district and create an implementation schedule. Once this is completed, the cost to fund the contract work with Anchor to deliver the required improvements for each maintenance district, will be charged against the fund balance of the district being worked on. Anchor also demonstrated a strength in construction management, and so a portion of their work scope will be used to help administer projects during the construction phase, using available funds in the adopted budgets of the various CIP projects.

Delivery of miscellaneous projects, will be completed by Capital Program Management and will be funded through the adopted budgets of the various CIP projects assigned.

Attachment

- A. Resolution

TOWN OF LOOMIS

RESOLUTION NO. 22 - _____

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS
AUTHORIZING THE TOWN MANAGER TO EXECUTE CONTRACTS FOR
ON-CALL PROFESSIONAL SERVICES WITH COASTLAND IN THE AMOUNT OF \$250,000;
ANCHOR IN THE AMOUNT OF \$150,000 AND CAPITAL PROGRAM MANAGEMENT (CPM)
IN THE AMOUNT OF \$150,000.**

WHEREAS, the Public Works Department requires additional staff to assist with the delivery of funded capital improvement projects; and

WHEREAS, the Town does not wish to create and hiring a full-time employee position for capital projects delivery at this time and has looked instead to hiring consultants; and

WHEREAS, in July 2022, the Town released a Request for Qualifications (RFQ) seeking proposals from qualified consulting firms; and

WHEREAS, three (3) proposals were received, all meeting the minimum requirements, and after interviews and rankings are recommended for on-call contracts; and

WHEREAS, the Town's adopted FY 2022-23 and FY 2023-24 CIP has budgeted funds within each project, to cover expenses related to project administration that will be used to pay for the services provided under the on-call contracts; and

WHEREAS, there are also funds available in the individual maintenance district accounts to cover expenses related to project administration for maintenance districts.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Loomis hereby authorizes the Town Manager to execute contracts for on-call professional services with Coastland in the amount of \$250,000; Anchor in the amount of \$150,000; and Capital Program Management (CPM) in the amount of \$150,000; and be it

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

PASSED AND ADOPTED this 13th day of September 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Mayor

ATTEST:

Deputy Town Clerk