



**TO:** Mayor and Councilmembers

**FROM:** Charles W. Ebeling, Public Works Director

**CONTACT:** Michael Winnewisser, Assistant Engineer

**SUBJECT:** Pre-Authorized Qualified Consultant List

**RECOMMENDATION:**

Approve the establishment of a pre-authorized qualified consultants list for various professional services.

**BACKGROUND:**

The City engages private consultants to perform a variety of City professional services. Prior to initiating a contract, the purchasing regulations in the municipal code require open solicitation for the necessary services. This is done through the Request for Proposals/Request for Qualifications (RFP/RFQ) process. The City currently has a pre-authorized qualified consultant lists from 2016. By maintaining current lists of pre-authorized qualified consultants, the City can efficiently hire consultants on an as-needed basis. Once the consultant firms are qualified, the list can be used for up to three years.

On August 8, 2019, the City released an RFQ to establish pre-authorized qualified consultant lists for Engineering, Environmental, and Right-of-Way Services in the following disciplines:

- Project Management
- Engineering
- Geotechnical Engineering and Material Testing
- Traffic Engineering
- Surveying
- Landscape Design
- Environmental Planning and Permitting
- Development Review
- Construction Management
- Right-of-Way Services

The RFQ was mailed to various firms that provide the requested services, as well as listed on the City's website and the internet on E-Bidboard. Statements of Qualifications (SOQ) have each been reviewed by staff.

## **DISCUSSION:**

The City does not have staffing to cover all of the above services and disciplines required for upcoming projects and workload. It is efficient to have a pre-authorized list of consulting firms that are able to provide services on an as-needed basis.

By establishing a pre-authorized qualified consultants list for professional consultant services with multiple firms, the City is able to avoid potential conflicts of interest while maximizing flexibility and expediting needed services. It also eliminates the need for multiple RFQs to be released each time these professional services are needed by the City.

An RFQ for On-Call Professional Engineering, Environmental, and Right-of-Way Services was issued on August 8, 2019. SOQs were submitted on September 5, 2019 and reviewed by staff. After staff reviewed the SOQs, a list of Pre-Authorized Consultants was developed and is included as Attachment 1. The recommended list of pre-authorized consultant firms provides for a mix of specialties that will cover the anticipated projects and services needed for the foreseeable future.

As services are needed, scopes of work and rates will be negotiated with firm(s) on the qualified list. If the services are successfully negotiated at a maximum cost of \$30,000 or under, the City Manager may enter into a professional services agreement with the firm to provide the services. If the cost of the services exceed \$30,000, staff will return to the City Council for award of a contract. All contracts are subject to budgetary authority granted by the Council.

Inclusion on the pre-authorized list of qualified consultants in no way guarantees that a firm will be placed under contract. The City reserves the right to go out for a separate RFQ/RFP for highly complex and/or federally funded projects, as deemed appropriate by the Public Works Director.

## **FISCAL IMPACTS:**

There is no fiscal impact associated with this item. Consultant services are charged to individual Capital Improvement Program Project budgets or to deposit accounts for development or encroachment permits.

## **ALTERNATIVES:**

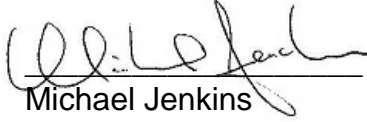
Council may elect to not approve the pre-authorized consultant list, however this would reduce the efficiency of the department by requiring a separate RFQ/RFP for each future project. This alternative would both delay future projects and increase project costs.

**Reviewed By:**



Kristine Schmidt  
Assistant City Manager

**Legal Review By:**



Michael Jenkins  
City Attorney

**Approved By:**



Michelle Greene  
City Manager

**ATTACHMENTS:**

1. Pre-Authorized Consultant List



**ATTACHMENT 1:**

Pre-Authorized Consultant List

Pre-Authorized Consultant List

Construction Management	Development Review	Geotechnical Engineering and Material Testing	Environmental Planning and Permitting Services	Engineering and Environmental Design	Landscape Architecture and Design	Project Management	Right-of-Way Services	Surveying	Traffic Engineering
4LEAF	DPSI	Earth Systems	AECOM	Bengal	Cannon	COM3	Hamner and Jewel	DPSI	GHD
Cannon	Laura Bridley	ENGEO	Cardno	Cannon	JGB	Filippin	OPC	ECG	Interwest
Filippin	MNS	Fugro	DHA	DHA	RRM	Pavement Engineering Inc.*	Paragon	MNS	Stantec
Flowers	Stantec	GHD	Laura Bridely	DPSI	Wallace	Solid Waste Solutions		Stantec	TJKM
MNS		Yeh	LSA	ECG				Wallace	
Rincon			Padre	Filippin					
Wallace			Rincon	Flowers					
			SWCA	GHD					
			Wood	Mark Thomas					
				MNS					
				Pavement Engineering Inc.					
				Rick Engineering					
				RRM					
				Wallace					