

Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: June 15, 2021
To: Honorable Mayor and Honorable City Councilmembers
From: Ana Kwong, Administrative Services Director
Subject: On-Call Engineering Services with GHD Inc. for Fiscal Year 2021-22
Recommendation: Approval of Modification 1 to Contract Amendment #24 for On-Call Engineering Consultant Services for Fiscal Year 2021-22 with GHD Inc. for an amount not to exceed \$120,000
Funding: Currently Budgeted: Yes No N/A
Net General Fund Cost: \$ none

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is to request the approval of a modification to the current contract with GHD Inc. for on call engineering services that extends the contract to June 30, 2022.

BACKGROUND:

In January 2021, the Engineering Manager, Henry Mikus, retired from the City leaving a void in the Public Works Department and the ability to perform the various tasks and programs managed by Mr. Mikus. To address the Engineering Department void, the City acquired the services of GHD, a firm with an office located in Santa Rosa with a pool of engineers and other professionals that provide engineering services to local agencies.

Contract Amendment #24 with GHD was approved on February 3, 2021 for services through June 30, 2021. The on-call engineering support services was needed and approved because of the vacancy in the Engineering Manager position. The on-call engineering support is for a variety of activities, programs, and tasks previously performed by the Engineering Manager. The intent is to provide these services for day-to-day, routine tasks and activities. Additional, non-routine work such as for capital projects design and project/construction management, would be provided upon the City’s request and by separate agreement.

Some of the work that GHD has performed to date include preparation of the draft Capital Improvement Program (CIP) budget, grant support, representing the City in various committees such as SCTA-TAC and Zero Waste, and preparing reports and engineering analyses for programs and tasks managed by the previous Engineering Manager.

DISCUSSION:

Because the City has not yet replaced the Engineering Manager position, it is recommended that GHD be retained to continue its on-call services through June 30, 2022. The scope of services for this on call services is the same as in Amendment #24. In providing services to the City these past few months, GHD offered two additional services (digital and asset management) that may be of interest to the City.

Scope of services are in the following categories include, but not limited to:

- Regulatory compliance for the water, sewer and storm water utilities;
- Development of grant applications for various projects;
- Municipal infrastructure design;
- Preparation of plans and specifications for Public Works projects;
- Construction management and inspection;
- Land surveying;
- CEQA and NEPA environmental compliance documents;
- Environmental permitting;
- Capital Improvement Program (CIP) development;
- Private development reviews;
- Land use planning;
- Grading and encroachment permits;
- Preparation of staff reports, studies and other correspondence;
- Department budget and planning;
- Engineering Division organization and recruitment;
- Digital technology services spanning data analytics, automation, website and mobile app development and other areas that that optimize city functions and/or citizen engagement; and
- Asset management planning, programming, and implementation for infrastructure and technology.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

Funds for this contract have been included in the FY2021-22 Draft operating budget. The funding sources are: 38% General Fund, 34% Water Operations, and 28% Sewer Operations.

RECOMMENDATION:

Approve Modification 1 to Contract Amendment #24 for On-Call Engineering Consultant Services for Fiscal Year 2021-22 with GHD Inc. for an amount not to exceed \$120,000.

Attachments:

Modification 1

MODIFICATION 1
Amendment No. 24 of the Master Agreement 2010-01-36
for As-Needed City Engineering Support Services
Between the City of Sebastopol and GHD Inc.

The parties hereto agree to modify Amendment No. 24 of the above-captioned agreement as described below and on the attached Proposal.

As-Needed City Engineering Support Services:

Scope of services are in the following categories including, but not limited to:

- Regulatory compliance for the water, sewer and storm water utilities;
- Development of grant applications for various projects;
- Municipal infrastructure design;
- Preparation of plans and specifications for Public Works projects;
- Construction management and inspection;
- Land surveying;
- CEQA and NEPA environmental compliance documents;
- Environmental permitting;
- Capital Improvement Program (CIP) development;
- Private development reviews;
- Land use planning;
- Grading and encroachment permits;
- Preparation of staff reports, studies and other correspondence;
- Department budget and planning;
- Engineering Division organization and recruitment;
- Digital technology services spanning data analytics, automation, website and mobile app development and other areas that that optimize city functions and/or citizen engagement; and
- Asset management planning, programming, and implementation for infrastructure and technology.

Amount of Modification 1 is not to exceed \$120,000.00. Term of this Modification is July 1, 2021 to June 30, 2022. Prior to incurring any costs in excess of this “Not to Exceed” amount, Consultant shall provide a written request for compensation for extra work, with an estimate of the additional anticipated cost. City assumes no responsibility for compensation of extra work performed by Consultant without prior notification and written approval of the City. Prior to commencement of work, Consultant shall provide the required insurance and endorsements as amended and shown in Exhibit A. All other terms and conditions of Master Agreement 2010-01-36 are hereby incorporated by reference and made a part of this Contract.

APPROVED:

CITY OF SEBASTOPOL

GHD Inc.

Larry McLaughlin
City Manager/City Attorney

Matt Kennedy, P.E., Principal
Principal

Date: _____

Date: _____