



Staff Reports

File #: 290-2021, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Julie Lucido, Public Works Director

Prepared By: Ian Heid, Associate Civil Engineer

TITLE:

On-Call Civil Engineering Services

RECOMMENDED ACTION:

Authorize the Public Works Director to execute on behalf of the City agreements with six professional civil engineering firms: (1) BKF Engineers, (2) dk Associates, Inc., (3) Dokken Engineering, (4) GHD Inc., (5) Sonoma RSA, Inc., and (6) Wood Rodgers, Inc. for task-order based on-call civil engineering services, each in an amount not to exceed \$500,000.

DISCUSSION:

The Engineering Division seeks to add professional civil engineering consulting to the City's design team to augment staff's design capabilities and technical expertise to effectively deliver projects within the Capital Improvement Program. This can be accomplished by using on-call civil engineering service agreements.

In June 2021 the City published a Request for Proposals, and in July 2021 the City received sixteen proposals from qualified firms, all of whom met the minimum qualifications presented in the Request for Proposals. The following firms submitted proposals (in alphabetical order): Bellecci & Associates, Inc.; BKF Engineers; Crossroad Lab; CSG Consultants, Inc.; CSW/Stuber-Stroeh Engineering Group; dk Associates, Inc.; Dokken Engineering; GHD Inc.; Harris & Associates, Inc.; Nichols Consulting Engineers, Chtd.; Sonoma RSA, Inc.; Schaaf & Wheeler Consulting Civil Engineers; Sandis Civil Engineers Surveyors Planners; Siegfried; TRC Engineers, Inc.; and Wood Rodgers, Inc.

A selection committee comprised of Engineering Division and Operations Division staff evaluated and scored each of the submitted proposals. The selection committee evaluated each firm based on the following criteria: thoroughness of proposal, consultant experience, contract understanding, firm's expertise/capabilities and proximity to the City of Napa. After thorough review and deliberation, the Selection Committee determined that (1) BKF Engineers, (2) dk Associates, Inc., (3) Dokken Engineering, (4) GHD Inc., (5) Sonoma RSA, Inc., and (6) Wood Rodgers, Inc. scored as the top six firms, and recommended to the Public Works Director that they each be awarded contracts. The Public Works Director recommends that Council award contracts to each of these top six firms.

Each contract includes a rate schedule for labor and materials, and a scope of services that may be required for a variety of possible engineering projects. All work will be directed by the City using task orders defining a scope of work and a negotiated cost estimate and work schedule.

FINANCIAL IMPACTS:

No appropriations are necessary at this time as existing and future project accounts will be used to fund each task order issued by the City for an approved scope of work. Each task assignment will include a negotiated budget and proposed schedule to accompany the scope of work.

CEQA:

The Public Works Director has determined that the Recommended Action described in this Agenda Report is not in-and-of-itself a “project” (pursuant to CEQA Guidelines Section 15378) since it does not result in a physical change in the environment.

However, the Recommended Action is part of larger “projects” that will be subject to environmental review in accordance with CEQA at the “earliest feasible time” prior to “approval” consistent with CEQA Guidelines Sections 15004 and 15352. The larger “projects” are various Capital Improvement Program projects, and staff plans to bring back a CEQA analysis of those projects to Council prior to awarding construction contracts for those projects.

DOCUMENTS ATTACHED:

- ATCH 1 - Agreement with BKF Engineers
- ATCH 2 - Agreement with dk Associates, Inc.
- ATCH 3 - Agreement with Dokken Engineering
- ATCH 4 - Agreement with GHD Inc.
- ATCH 5 - Agreement with Sonoma RSA, Inc.
- ATCH 6 - Agreement with Wood Rodgers, Inc.

NOTIFICATION:

None.