



Staff Reports

File #: 29-2021, **Version:** 1

To: Honorable Mayor and Members of City Council

From: Julie B. Lucido, Public Works Director

Prepared By: Rosa Corona, Assistant Engineer

TITLE:

On-Call Land Surveying Services

RECOMMENDED ACTION:

Approve two-year agreements with three consulting firms: (1) Chaudhary and Associates, Inc., (2) Cinquini-Passarino, Inc., and (3) CSW/Stuber-Stroeh Engineering Group, Inc., for task-order based on-call land surveying services, each in an amount not to exceed \$250,000, and authorize the Public Works Director to execute the agreements on behalf of the City.

DISCUSSION:

The Engineering Division seeks to add consulting land surveyors to the City's design team to augment staff's land surveying capabilities and technical expertise to effectively deliver projects within the Capital Improvement Program. This can be accomplished by using On-Call Land Surveying Service Agreements.

In November 2020 the City published a Request for Proposals, and in December 2020 the City received nine (9) 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): BKF Engineers, Chaudhary and Associates, Inc., Cinquini-Passarino, Inc., CSW/Stuber-Stroeh Engineering Group, Inc., F3 & Associates, Inc., Kister, Savio & Rei, Inc., Mark Thomas, RSA+, and Terra Firma Surveys, Inc.

A selection committee comprised of Engineering Division staff, evaluated and scored each of the submitted proposals. Each firm was evaluated 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 Chaudhary and Associates, Inc., Cinquini-Passarino, Inc., and CSW/Stuber-Stroeh Engineering Group, Inc., scored as the top three firms and are being recommended for contract approval.

Each contract includes a rate schedule for labor and materials, and a scope of services that may be required for a variety of possible Land Surveying 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 subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

DOCUMENTS ATTACHED:

ATCH 1 - On-Call Land Surveying Service Agreement Template

NOTIFICATION:

None.