



Staff Reports

File #: 288-2021, **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 Right of Way Consulting Services

RECOMMENDED ACTION:

Authorize the Public Works Director to execute on behalf of the City agreements with three professional right of way consulting firms: (1) Interwest Consulting Group, Inc., (2) Universal Field Services, Inc., and (3) Associated Right of Way Services, Inc., for task-order based on-call right of way consulting services, each in an amount not to exceed \$250,000.

DISCUSSION:

The Engineering Division seeks to add professional right of way 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 right of way consulting service agreements.

In June 2021 the City published a Request for Proposals, and in July 2021 the City received five 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): Associated Right of Way Services, Inc.; Interwest Consulting Group, Inc.; Overland Pacific & Cutler, LLC; Paragon Partners, LLC; and Universal Field Services, Inc.

A selection committee comprised of Engineering Division and Operations 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 (1) Interwest Consulting Group, Inc., (2) Universal Field Services, Inc., and (3) Associated Right of Way Services, Inc., scored as the top three firms, and recommended them to the Public Works Director for contract approval. The Public Works Director now recommends that Council authorize execution of contracts with these three right of way consulting firms, each in an amount not to exceed \$250,000.

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 Interwest Consulting Group, Inc.

ATCH 2 - Agreement with Universal Field Services, Inc.

ATCH 3 - Agreement with Associated Right of Way Services, Inc.

NOTIFICATION:

None.