

RESOLUTION NO. 2017-73

RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE RELEASE OF A
REQUEST FOR PROPOSALS (RFP) TO QUALIFIED FIRMS FOR ON-CALL
PROFESSIONAL SERVICES IN THE DISCIPLINES OF PLANNING,
ARCHITECTURAL DESIGN, LANDSCAPE ARCHITECTURE, CIVIL
ENGINEERING, TRAFFIC ENGINEERING, ENVIRONMENTAL SERVICES AND
GEOTECHNICAL ENGINEERING

WHEREAS, the City has a need to contract with consulting firms for professional services to support the delivery of capital improvement projects and the review and approval of proposed developments; and

WHEREAS, the City regularly seeks proposals from consulting firms to provide professional services on numerous smaller projects; and

WHEREAS, the selection process for professional services can be efficiently accomplished by establishing a number of on-call professional services contracts with various consulting firms; and

WHEREAS, the selection of professional services consultants is initiated by issuing a Request for Proposals (RFP) to identify and select qualified firms to provide on-call services; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Marina does hereby authorize release of an RFP to qualified firms for on-call professional services in the disciplines of planning, architectural design, landscape architecture, civil engineering, environmental services and geotechnical engineering.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 18th day of July 2017, by the following vote:

AYES: COUNCIL MEMBERS: Amadeo, Morton, O'Connell, Brown, Delgado

NOES: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

Bruce C. Delgado, Mayor

ATTEST:

Anita Sharp, Deputy City Clerk

July 10, 2017

Item No. **8f(3)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of July 18, 2017

**CITY COUNCIL TO CONSIDER ADOPTING RESOLUTION NO. 2017-
AUTHORIZING THE RELEASE OF A REQUEST FOR PROPOSALS
(RFP) TO QUALIFIED FIRMS FOR ON-CALL PROFESSIONAL
SERVICES IN THE DISCIPLINES OF PLANNING, ARCHITECTURAL
DESIGN, LANDSCAPE ARCHITECTURE, CIVIL ENGINEERING,
TRAFFIC ENGINEERING, ENVIRONMENTAL SERVICES, AND
GEOTECHNICAL ENGINEERING**

REQUEST:

It is requested that the City Council:

1. Authorize the release of Request for Proposals (RFP) to qualified firms for on-call professional services in the disciplines of planning, architectural design, landscape architecture, civil engineering, traffic engineering, environmental services and geotechnical engineering.

BACKGROUND:

The City regularly enters into various professional services contracts during the course of business to support development approvals and delivery of capital improvements. Examples of professional services that have been used in the past and are anticipated in the future are environmental and traffic studies of the impacts of proposed developments that are paid for through fee agreements with developers. Professional design and testing services also support the delivery of projects within the capital improvement program.

Staff has identified the following on-call services that can reasonably be expected to be needed within the next year:

- Planning
- Architectural design
- Landscape Architecture
- Civil Engineering
- Traffic Engineering
- Environmental Services
- Geotechnical Engineering

If City Council approves the release of a RFP for these services, staff will solicit proposals from qualified firms and make selections for on-call professional services contracts based upon qualifications. Staff would make recommendations for award of professional services agreements at a future City Council meeting.

ANALYSIS:

The use of on-call services will streamline the development approval process and delivery of smaller capital improvement projects. Many of the professional service agreements the City enters into are under \$25,000 and involve seeking proposals from firms specializing within their respective fields of service. This results in a repetitive process to qualify firms for professional service agreements with the City. Use of on-call professional service contracts will consolidate the qualification process for many of the standard services that the City is in need of.

FISCAL IMPACT:

The fiscal impact of issuing the RFP is limited to the staff time to draft, and issue the RFP as well as staff time to evaluate any proposals received.

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Brian McMinn, P.E., P.L.S.
Public Works Director/City Engineer
City of Marina

REVIEWED/CONCUR:

Layne P. Long
City Manager
City of Marina