



MEMORANDUM

TO: CITY COUNCIL

FROM: BRIAN PEDROTTI, DIRECTOR OF COMMUNITY DEVELOPMENT

BY: ROBIN DICKERSON, PE, CITY ENGINEER

SUBJECT: CONSIDERATION TO APPROVE AMENDMENTS TO CONSULTANT SERVICES AGREEMENTS FOR CIVIL ENGINEERING, CONSTRUCTION MANAGEMENT, MATERIALS TESTING, AND LAND SURVEYING SERVICES

DATE: JUNE 22, 2021

SUMMARY OF ACTION:

Approve Amendments to the Consultant Services Agreements to allow the City to complete ongoing projects with current on-call service firms.

IMPACT ON FINANCIAL AND PERSONNEL RESOURCES:

Only one project requires a cost increase associated with the amendments. Costs will be incurred for specific projects and services in compliance with City Council approved budgets. GHD is requesting an additional \$5,030.00 for the Local Roads Safety Program (LRSP) for additional data updates. Staff proposes to utilize funds from the Engineering Contractual Services account, which includes \$80,000 in the Fiscal Year 2020-21 Budget and \$80,000 in the Fiscal Year 2021-22 Budget.

RECOMMENDATION:

It is recommended the City Council 1) approve and authorize the Mayor to execute Amendments to Consultant Services Agreements to extend agreements through from June 30, 2021 to June 30, 2022, with the following firms for specified services: Earth Systems Pacific; MNS Engineers Inc.; Wallace Group; GHD; Michael K Nunley and Associates; and Eikhof Design Group; and 2) authorize the additional LRSP cost and scope changes to Amendment 6 for GHD.

BACKGROUND:

The use of on-call consultants has been found to be an effective tool in the delivery of City projects and services. The current list of on-call civil engineering consultants was established in February 2015 and those agreements will expire on June 30, 2021. On February 27, 2018, City Council amended all fifteen On-Call Service Contracts to extend the terms from February 28, 2019, to February 29, 2020. On February 25, 2020, Council again amended eight On-Call Service Contracts to extend the terms from February 29, 2020, to September 30, 2020 to allow for the completion of ongoing projects.

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On July 14, 2020, the City Council approved Amendment 4 to modify the On-Call Consultant Services Agreement with GHD for additional services for the Circulation Element. On August 25, 2020, the City Council approved Amendment 5 to modify the scope of services including some Highway Safety Improvement Program (HSIP) grant funding applications and extend the On-Call Services Agreement from September 30, 2020 to June 30, 2021.

On September 22, 2020, the Council amended On-Call Service Contracts with Earth Systems Pacific, Eikhof Design Group, Michael K. Nunley and Associates, MNS Engineers, and the Wallace Group to extend the term from September 30, 2020, to June 30, 2021 to continue ongoing projects that have not been completed.

Staff issued a Request for Qualifications (RFQ) for On Call Professional Consulting Services on March 12, 2021. The request included over 16 disciplines for Engineering, Planning and Public Works. By April 29, 2021 the City received 57 qualified proposals for 158 disciplines. Staff is proposing to award the On Call Consulting Agreements at the next available Council meeting on July 27, 2021.

ANALYSIS OF ISSUES:

The intent of the on-call consultant services list is to provide the depth and breadth of services needed to complete City projects that could not otherwise be completed in a timely manner with limited City staff. Maintaining multiple consultants in a given work area provides redundancy of services and increases the likelihood of receiving competitive proposals for a specific project. Extension of the agreements with firms that the City is working with on current projects will avoid losing progress made to date on those projects. Agreements are only being extended to on-call firms that are currently working on active projects, as listed in Table 1. The agreements are proposed to be extended to the end of this next fiscal year, June 30, 2022, or until the project is completed whichever comes first.

TABLE 1

On-Call Firms with Active Projects to Extend to July 30, 2021

Firm	Current Projects
Earth Systems Pacific	1. Compaction Testing and Geotechnical Observation for Castillo del Mar Project
Eikhof Design Group	1. Castillo del Mar Extension 2. Oak Park/ El Camino Real Storm Drain Repairs 3. Phase IV Soto Sports ADA Project
GHD	1. Circulation Element Update (CEU) 2. Local Roads Safety Program (LRSP)
Michael K. Nunley and Associates	1. Well 11 Project
MNS Engineers	1. On-Going Map Checking
Wallace Group	1. Fats, Oils and Greases Program 2. 2014 Sewer Master Plan Updates 3. Stormwater Outfall Water Quality Monitoring

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GHD is nearing completion of the Local Roads Safety Program (LRSP), which is expected to be presented to Council for approval later this summer. GHD is requesting an additional \$5,030.00 for completion of the report. To complete the LRSP, additional tasks are being requested outside the original scope of services. These tasks include:

1. Adding additional collision data for 2019 and 2020 and updating graphics;
2. The addition of a 3rd Highway Safety Improvement Program (HSIP) application for future funding;
3. A 5th Stakeholders group meeting; and
4. Coordination with public comments from the Circulation Element Update, including 68 comments pertaining to safety that will be incorporated into the LRSP.

The addition of these funds will allow GHD to complete the LRSP.

ALTERNATIVES:

The following alternatives are provided for the Council's consideration:

1. Approve Amendments extending Agreements to allow work to be completed on current projects;
2. Modify Amendments and extend Agreements for a different term;
3. Allow the Agreements to expire and terminate work in progress; or
4. Provide other direction to staff.

ADVANTAGES:

Approving Amendments to the Consultant Service Agreements will continue to allow the City to provide high quality services and projects within a reasonable time-period on projects that are currently underway.

DISADVANTAGES:

None known at this time.

ENVIRONMENTAL REVIEW:

Environmental review is not required for the extensions of these agreements. Environmental impacts of each project completed under the existing agreements will be evaluated on a project-by-project basis.

PUBLIC NOTIFICATION AND COMMENTS:

The Agenda was posted at City Hall and on the City's website in accordance with Government Code Section 54954.2. At the time of report publication, no comments have been received.

Attachments:

1. Amendment 4 to the Agreement for Consultant Services for Earth Systems Pacific.
2. Amendment 4 to the Agreement for Consultant Services for Eikhof Design Group.

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3. Amendment 4 to the Agreement for Consultant Services for Michael K. Nunley and Associates.
4. Amendment 4 to the Agreement for Consultant Services for MNS Engineers.
5. Amendment 4 to the Agreement for Consultant Services for the Wallace Group.
6. Amendment 6 to the Agreement for Consultant Services for GHD
7. Additional Scope of Services from GHD for the LRSP (Exhibit A to the GHD Amendment)

AGREEMENT FOR CONSULTANT SERVICES

AMENDMENT NO. 4

This FOURTH Amendment ("Fourth Amendment") to Agreement for Consultant Services ("Agreement") by and between the **CITY OF ARROYO GRANDE** and **EARTH SYSTEMS PACIFIC** ("Consultant") is made and entered into this 22nd day of June 2021.

WHEREAS, the parties entered into an Agreement for On-Call Consultant Services dated March 1, 2015; and

WHEREAS, the parties entered into a First Amendment to Agreement dated February 27, 2018 to extend the Agreement to February 29, 2020; and

WHEREAS, the parties entered into a Second Amendment to Agreement dated February 25, 2020 to include specific scopes of services and extend the Agreement to September 30, 2020; and

WHEREAS, the parties entered into a Third Amendment to Agreement dated September 22, 2020 to include specific scopes of services and extend the Agreement to June 30, 2021; and

WHEREAS, the parties desire to further modify the Agreement as set forth herein.

NOW THEREFORE, for valuable consideration the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Section 1(" TERM") of the Agreement, shall be modified in its entirety to read as follows:

This Agreement shall be extended and remain and continue in effect until June 30, 2022, or such date that the work is completed or unless sooner terminated pursuant to the provisions of this Agreement.

2. Except as modified herein, all other terms and conditions set forth in the Agreement, as amended, shall remain unchanged.

IN WITNESS WHEREOF, CITY and CONSULTANT have executed this Third Amendment the day and year first above written.

CITY OF ARROYO GRANDE:

EARTH SYSTEMS PACIFIC

Caren Ray Russom, MAYOR

ATTESTED:

JESSICA MATSON, CITY CLERK

APPROVED AS TO FORM:

TIMOTHY J. CARMEL, CITY ATTORNEY

AGREEMENT FOR CONSULTANT SERVICES

AMENDMENT NO. 4

This FOURTH Amendment ("Fourth Amendment") to Agreement for Consultant Services ("Agreement") by and between the **CITY OF ARROYO GRANDE** and **EIKHOF DESIGN GROUP, INC.** ("Consultant") is made and entered into this 22nd day of June 2021.

WHEREAS, the parties entered into an Agreement for On-Call Consultant Services dated March 1, 2015; and

WHEREAS, the parties entered into a First Amendment to Agreement dated February 27, 2018 to extend the Agreement to February 29, 2020; and

WHEREAS, the parties entered into a Second Amendment to Agreement dated February 25, 2020 to include specific scopes of services and extend the Agreement to September 30, 2020; and

WHEREAS, the parties entered into a Third Amendment to Agreement dated September 22, 2020 to include specific scopes of services and extend the Agreement to June 30, 2021; and

WHEREAS, the parties desire to further modify the Agreement as set forth herein.

NOW THEREFORE, for valuable consideration the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Section 1(" TERM") of the Agreement, shall be modified in its entirety to read as follows:

This Agreement shall be extended and remain and continue in effect until June 30, 2022, or such date that the work is completed or unless sooner terminated pursuant to the provisions of this Agreement.

2. Except as modified herein, all other terms and conditions set forth in the Agreement, as amended, shall remain unchanged.

IN WITNESS WHEREOF, CITY and CONSULTANT have executed this Third Amendment the day and year first above written.

CITY OF ARROYO GRANDE:

EIKHOF DESIGN GROUP, INC.

Caren Ray Russom, MAYOR

JEFF VAN DEN EIKHOF

ATTESTED:

JESSICA MATSON, CITY CLERK

APPROVED AS TO FORM:

TIMOTHY J. CARMEL, CITY ATTORNEY

AGREEMENT FOR CONSULTANT SERVICES

AMENDMENT NO. 4

This FOURTH Amendment ("Fourth Amendment") to Agreement for Consultant Services ("Agreement") by and between the **CITY OF ARROYO GRANDE** and **MICHAEL K. NUNLEY AND ASSOCIATES, INC.** ("Consultant") is made and entered into this 22nd day of June 2021.

WHEREAS, the parties entered into an Agreement for On-Call Consultant Services dated March 1, 2015; and

WHEREAS, the parties entered into a First Amendment to Agreement dated February 27, 2018 to extend the Agreement to February 29, 2020; and

WHEREAS, the parties entered into a Second Amendment to Agreement dated February 25, 2020 to include specific scopes of services and extend the Agreement to September 30, 2020; and

WHEREAS, the parties entered into a Third Amendment to Agreement dated September 22, 2020 to include specific scopes of services and extend the Agreement to June 30, 2021; and

WHEREAS, the parties desire to further modify the Agreement as set forth herein.

NOW THEREFORE, for valuable consideration the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Section 1(" TERM") of the Agreement, shall be modified in its entirety to read as follows:

This Agreement shall be extended and remain and continue in effect until June 30, 2022, or such date that the work is completed or unless sooner terminated pursuant to the provisions of this Agreement.

2. Except as modified herein, all other terms and conditions set forth in the Agreement, as amended, shall remain unchanged.

IN WITNESS WHEREOF, CITY and CONSULTANT have executed this Third Amendment the day and year first above written.

CITY OF ARROYO GRANDE:

MICHAEL K. NUNLEY AND ASSOCIATES

Caren Ray Russom, MAYOR

MICHAEL K. NUNLEY

ATTESTED:

JESSICA MATSON, CITY CLERK

APPROVED AS TO FORM:

TIMOTHY J. CARMEL, CITY ATTORNEY

AGREEMENT FOR CONSULTANT SERVICES

AMENDMENT NO. 4

This FOURTH Amendment ("Fourth Amendment") to Agreement for Consultant Services ("Agreement") by and between the **CITY OF ARROYO GRANDE** and **MNS ENGINEERS** ("Consultant") is made and entered into this 22nd day of June 2021.

WHEREAS, the parties entered into an Agreement for On-Call Consultant Services dated March 1, 2015; and

WHEREAS, the parties entered into a First Amendment to Agreement dated February 27, 2018 to extend the Agreement to February 29, 2020; and

WHEREAS, the parties entered into a Second Amendment to Agreement dated February 25, 2020 to include specific scopes of services and extend the Agreement to September 30, 2020; and

WHEREAS, the parties entered into a Third Amendment to Agreement dated September 22, 2020 to include specific scopes of services and extend the Agreement to June 30, 2021; and

WHEREAS, the parties desire to further modify the Agreement as set forth herein.

NOW THEREFORE, for valuable consideration the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Section 1(" TERM") of the Agreement, shall be modified in its entirety to read as follows:

This Agreement shall be extended and remain and continue in effect until June 30, 2022, or such date that the work is completed or unless sooner terminated pursuant to the provisions of this Agreement.

2. Except as modified herein, all other terms and conditions set forth in the Agreement, as amended, shall remain unchanged.

IN WITNESS WHEREOF, CITY and CONSULTANT have executed this Third Amendment the day and year first above written.

CITY OF ARROYO GRANDE:

MNS ENGINEERS

Caren Ray Russom, MAYOR

MARK E. REINHARDT, VICE PRESIDENT

ATTESTED:

JESSICA MATSON, CITY CLERK

APPROVED AS TO FORM:

TIMOTHY J. CARMEL, CITY ATTORNEY

AGREEMENT FOR CONSULTANT SERVICES

AMENDMENT NO. 4

This FOURTH Amendment ("Fourth Amendment") to Agreement for Consultant Services ("Agreement") by and between the **CITY OF ARROYO GRANDE** and **WALLACE GROUP** ("Consultant") is made and entered into this 22nd day of June 2021.

WHEREAS, the parties entered into an Agreement for On-Call Consultant Services dated March 1, 2015; and

WHEREAS, the parties entered into a First Amendment to Agreement dated February 27, 2018 to extend the Agreement to February 29, 2020; and

WHEREAS, the parties entered into a Second Amendment to Agreement dated February 25, 2020 to include specific scopes of services and extend the Agreement to September 30, 2020; and

WHEREAS, the parties entered into a Third Amendment to Agreement dated September 22, 2020 to include specific scopes of services and extend the Agreement to June 30, 2021; and

WHEREAS, the parties desire to further modify the Agreement as set forth herein.

NOW THEREFORE, for valuable consideration the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Section 1(" TERM") of the Agreement, shall be modified in its entirety to read as follows:

This Agreement shall be extended and remain and continue in effect until June 30, 2022, or such date that the work is completed or unless sooner terminated pursuant to the provisions of this Agreement.

2. Except as modified herein, all other terms and conditions set forth in the Agreement, as amended, shall remain unchanged.

IN WITNESS WHEREOF, CITY and CONSULTANT have executed this Third Amendment the day and year first above written.

CITY OF ARROYO GRANDE:

WALLACE GROUP

CAREN RAY RUSSOM, MAYOR

ATTESTED:

JESSICA MATSON, CITY CLERK

APPROVED AS TO FORM:

TIMOTHY J. CARMEL, CITY ATTORNEY

AGREEMENT FOR CONSULTANT SERVICES

AMENDMENT NO. 6

This Sixth Amendment ("Sixth Amendment") to Agreement for Consultant Services ("Agreement") by and between the **CITY OF ARROYO GRANDE** and **GHD, INC.** ("Consultant") is made and entered into this 22nd day of June, 2021.

WHEREAS, the parties entered into an Agreement for On-Call Consultant Services dated March 1, 2015; and

WHEREAS, the parties entered into a First Amendment to the Agreement dated February 27, 2018, to extend the term of the Agreement to February 29, 2020, and to change the name of the company from OMNI Means LTD to GHD Inc.; and

WHEREAS, the parties entered into a Second Amendment to Agreement dated May 15, 2019, to authorize GHD to update the General Plan Circulation Element; and

WHEREAS, the parties entered into a Third Amendment to Agreement dated February 25, 2020 to include specific scopes of services for the SSARP/LRSP and the Circulation Element and extended the Agreement to September 30, 2020; and

WHEREAS, the parties entered into a Fourth Amendment to Agreement dated July 14, 2020 to include additional scopes of services for the Circulation Element; and

WHEREAS, the parties entered into a Fifth Amendment to Agreement dated August 25, 2020 to extend the term of the Agreement to June 30, 2021, and modify the scope of services for the LRSP; and

WHEREAS, the parties desire to further modify the Agreement as set forth herein.

NOW THEREFORE, for valuable consideration the receipt and sufficiency of which is acknowledged, the parties agree as follows:

1. Section 1 ("TERM") of the Agreement, shall be modified in its entirety to read as follows:

This Agreement shall be extended and remain and continue in effect until June 30, 2022, or such date that the work is completed or unless sooner terminated pursuant to the provisions hereof.

2. To modify the scopes of services as specified in Exhibit A attached hereto and incorporated herein by this reference.
3. Except as modified herein, all other terms and conditions set forth in the Agreement, as amended, shall remain unchanged.

IN WITNESS WHEREOF, CITY and CONSULTANT have executed this Sixth Amendment the day and year first above written.

CITY OF ARROYO GRANDE:

GHD, INC.:

CAREN RAY RUSSOM, MAYOR

DOUGLAS J. RIES, PRINCIPAL

ATTEST:

JESSICA MATSON, CITY CLERK

APPROVED AS TO FORM:

**TIMOTHY J. CARMEL,
CITY ATTORNEY**



June 16, 2021

Robin Dickerson, PE
City Engineer
City of Arroyo Grande
300 East Branch Street
Arroyo Grande, CA 93420

Re: Proposal for Additional Work for Local Road Safety Plan

Dear Robin,

We are excited about helping the City of Arroyo Grande finalize the Local Road Safety Plan (LRSP). Based on previous tasks and analysis performed outside of scope, we have recognized there will be some additional budget and scope to facilitate the completion of that plan and Public Hearing.

Please contact me with any questions and refer to the following attached document that lists the "Previous Work Performed Outside of Scope" and "Additional Budget to Complete LRSP."

The budget is as follows: Task 1 - LRSP Additional Budget and Work \$5030

Please contact me with any questions you might have regarding this proposal. Thank you again for the opportunity to offer our services for this very important effort.

Sincerely,

GHD

A handwritten signature in blue ink, appearing to read "Jay D. Walter".

Jay Walter PE TE
Project Manager

Previous Work Performed Outside of Scope

In performing the Local Road Safety Plan (LRSP) and Highway Safety Improvement Program (HSIP) applications, there were some tasks completed outside of the scope. These tasks were as follows:

1. Additional collision analysis for 2019 and 2020
2. Additional HSIP project investigation for different locations in the preparation of 3 applications (we were only scoped to do 2 applications)
 - a. Based on feedback from Caltrans and requirements, only submitted 1 application
3. Additional Stakeholder Working Group meeting (only scoped for a total of 4 meetings and had to date 4 stakeholder meetings and 1 kick off meeting)
4. Coordination with the public comments for the Circulation Element and overall recommendations

Therefore, due to these services being performed out of scope, we need additional budget for the following services identified in “Additional Budget to Complete LRSP.”

Additional Budget to Complete LRSP

Task 1 – Local Road Safety Plan

Task 1.1 – Additional Budget and Work

Additional budget is required to complete the Draft and Final LRSP document due to work performed out of scope (see above). In addition, the additional work fee covers the project required documents and PowerPoint and attendance and presentation at the Public Hearing meeting. This project will be presented to City Council in July 2021.

Deliverables

- *Local Road Safety Plan Draft and Final Report*
 - MS Word documents and PDF copies of the Draft and Final Reports will be provided in an electronic format along with two (2) bound hardcopies of the Final LRSP Report
- *Public Hearing materials, PowerPoint, and presentation.*

Cost Proposal

Task	Task Description	Project/Function	Walter	Kleinschmidt	Byrant	Rahman	Consumables	Outside Services	Total Hours	Subtotal	Task Total
			PM	Eng D	Eng A	Eng A					
1	Local Roadway Safety Plan	<i>Rate</i>	\$200	\$160	\$90	\$80					\$5,030
1.1	Additional Budget and Work		4	18	15	15			52	\$5,030	New Total: \$5,030
		<i>Hours</i>	4	18	15	15			52		
		<i>Dollars</i>	\$800	\$2,880	\$1,350	\$1,200	\$0	\$0		\$5,030	