



City of Sunnyvale

Agenda Item-No Attachments (PDF)

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REPORT TO COUNCIL

SUBJECT

Award of Three On-Call Contracts for Surveying Support Services (F19-097)

REPORT IN BRIEF

Approval is requested to award three on-call contracts to provide on-call surveying support services for the Department of Public Works (DPW) for an initial three-year period in a not to exceed amount of \$135,000 each to the following firms: Giuliani & Kull - San Jose, Inc., Siegfried, and Wilsey Ham. Approval is also requested to authorize the City Manager to increase the not-to-exceed amounts and to extend the contracts, for up to two additional years, with both actions subject to available budgeted funding.

EXISTING POLICY

Pursuant to Chapter 2.08 of the Sunnyvale Municipal Code, contracts for this type of service are awarded pursuant to a Request for Proposals (RFP) best value process, unless otherwise exempt from the competitive bidding process. Additionally, City Council approval is required for the procurement of goods and/or services exceeding \$100,000 in any one transaction.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

BACKGROUND AND DISCUSSION

Development activity in Sunnyvale has been trending up for the past five years and is expected to continue at a high level for the next several years. During this period, the City contracted with various engineering firms in a number of disciplines such as design coordination, construction management and land development improvement plan map review to meet that expected need. It is anticipated that these additional resources will continue to be necessary to keep pace with the increased number, scope, and complexity of subdivision map reviews.

Within the Department of Public Works, the Land Development group does not currently have a dedicated staff member who holds the necessary surveyor or engineering license to certify subdivision maps, as required by the Subdivision Map Act (Government Code section 66416.5). Therefore, it is critical that the City contract with firms that are California licensed surveyors which can provide land map technical review services & provide stamp and signature on maps and other documents, as necessary, as the City Surveyor. Additionally, these support services offer review of land surveying aspects of tentative maps for conformance with City standards as part of the City's entitlement process, traditional topographic surveys, and develop legal descriptions and plat maps on

the City's behalf.

A Request for Qualifications (RFQL) process was utilized to solicit Statement of Qualifications (SOQ) submittals from qualified consultants for on-call Surveying Support Services. The RFQL was advertised on the City's DemandStar public procurement network on February 7, 2019, with 14 consultants requesting bid documents. Four responsive SOQs were received on March 7, 2019 from BKF Engineers, Civil Engineering Associates, HMM, and Underwood & Rosenblum, Inc. Before evaluating these initial proposals, the City decided to re-advertise the RFQL on March 11, 2019 with no change in scope in an attempt to solicit additional SOQs. During this solicitation period, 12 consultants requested bid documents and nine responsive SOQs were received on March 25, 2019 from Bellecci & Associates, BKF Engineers, Civil Engineering Associates, Giuliani & Kull-San Jose, Inc., HMM, Roger D. Higdon, Siegfried, Underwood & Rosenblum, Inc., and Wilsey Ham.

SOQs were reviewed and ranked by an evaluation team consisting of engineering staff from DPW. The SOQs were evaluated on their qualifications, experience and the potential staff that may assist with future projects. The seven firms which received the highest written evaluations were interviewed.

Following the interview process, the top three firms were selected for award. Hourly rates were obtained and negotiated. The consulting firms recommended for contract award are Giuliani & Kull - San Jose, Inc., Siegfried, and Wilsey Ham.

Staff is recommending an initial three-year term for the contract, with of the option to renew up to two additional one-year periods depending on need, pricing, service and available funding. Contract values were determined based on historic numbers and cost of survey related tasks (e.g., subdivision maps, lot line adjustments, lot mergers, public easement reviews) as well as anticipated increase to these and other survey-related tasks as needed during the contract term.

FISCAL IMPACT

Costs related to land development services are funded by development related fees.

Funding Source

This project is funded by the Development Enterprise Fund.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

RECOMMENDATION

Take the following actions:

- Award three (3) three-year on-call surveying support services contracts in substantially the same form as Attachment 1 to the report to: Giuliani & Kull - San Jose, Inc., Siegfried, and Wilsey Ham, in a not to exceed amount of \$135,000 each.
- Authorize the City Manager to execute the contracts when all necessary conditions have been met.
- Authorize the City Manager to increase each contract up to budgeted amount.

- Authorize the City Manager to renew each contract for up to two additional one-year periods based upon available funding, need, pricing, and service.
- Authorize the City Manager to modify each contract's compensation schedule subject to negotiated pricing.

Prepared by: Gregory S. Card, Purchasing Officer
Reviewed by: Timothy J. Kirby, Director of Finance
Reviewed by: Chip Taylor, Director of Public Works
Reviewed by: Teri Silva, Assistant City Manager
Approved by: Kent Steffens, City Manager

ATTACHMENTS

1. Draft Consultant Services Agreements