



Staff Report

TO: City Council
FROM: Jeff Hart, Director of Public Works/City Engineer
DATE: June 15, 2021
SUBJECT: Award Professional Services Agreements to KEWO Engineering Corporation, Borrelli and Associates, Inc., P2S, Incorporated, and Salas O'Brien for On-Call Professional Electrical Engineering Services

Background and Analysis:

On April 23, 2021, City staff issued a request for proposals (RFP) for on-call professional electrical engineering services. It was the intent to select firms that could assist City staff and provide professional electrical engineering services for facility maintenance/repair and capital improvement projects. The scope of services included the following:

1. Provide staff and services on an on-call, as needed basis, task ordered;
2. Provide electrical, instrumentation, and control design and/or construction management services for repair and replacement of City infrastructure, as related to electrical engineering;
3. Prepare construction documents such as plans, specifications, and estimates as it relates to electrical design and modification, including all related equipment and systems;
4. Provide services directly to City staff or other City consultants for minor civil, structural, mechanical, asbestos and lead abatement, landscaping architecture, and LEED certification as requested by the City as part of a task order; and
5. Provide the full range of engineering services including preliminary studies, public outreach, drawings, specifications, estimates and other professional services only as related to electrical.

The scope also outlined typical projects that may be included in the requested services, including electrical, lighting, instrumentation, and control renovations in buildings; field and pathway lighting in parks; and projects related to electrical components in park renovations or building remodels for electrical or HVAC needs.

Responses to the RFP were due May 5, 2021, and six (6) firms responded.

A committee of executive City staff members reviewed the proposals and determined that four (4) of the firms best met the qualifications required and needs of the City.

These four firms were:

- KEWO Engineering Corporation;
- Borrelli and Associates, Incorporated;
- P2S, Incorporated; and
- Salas O'Brien.

With the adoption of the FY2021 Capital Improvement Program (CIP), there are multiple projects that require immediate electrical engineering services. Some of these projects include grant funding that is subject to expiration if not completed in a timely manner, such as the Rangel Park Improvements Project funded by a Community Development Block Grant.

Should City Council award professional services agreements to one or all the firms listed above, City staff will return to City Council for approval of any individual task order with charges that will exceed \$25,000.

Fiscal Impact:

Funding for each project is derived from various sources and approved as part of the adopted Capital Improvement Program. The estimated cost to prepare this report is \$585.

Recommended Action:

Award professional services agreements to KEWO Engineering Corporation, Borelli and Associates, Inc., P2S, Incorporated, and Salas O'Brien for on-call professional electrical engineering services; and
Authorize the City Manager to execute each of the agreements on behalf of the City.

Attachments:

- A. Professional Services Agreement – KEWO Engineering Corporation
- B. Professional Services Agreement – Borrelli and Associates, Inc.
- C. Professional Services Agreement – P2S, Incorporated

D. Professional Services Agreement – Salas O'Brien