



## City of Grass Valley City Council Agenda Action Sheet

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**Title:** On-Call Engineering Services - Authorization to Award Contract

**CEQA:** Exempt - Not a Project

**Recommendation:** That Council 1) authorize the City Engineer to execute a contract with Coastland Civil Engineering LLP., pending legal review, for on-call professional engineering services, in an amount not to exceed \$330,000 for the initial 3 year term of the project.

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**Prepared by:** Bjorn P. Jones, PE, City Engineer

**Council Meeting Date:** 03/30/2023

**Date Prepared:** 03/23/2023

**Agenda:** Consent

**Background Information:** On February 3, 2023, staff issued a Requests for Proposals (RFP) for on-call professional engineering services. The services will be utilized to assist the Engineering Division in the preparation of improvement plans, specifications and cost estimates and to provide support for the delivery of various capital improvement projects.

Four firms submitted proposals and a review committee evaluated and ranked the proposals. Staff recommends entering into Professional Services Agreements with the top ranking firm, Coastland Civil Engineering LLP. The standard professional service agreement will be utilized.

The initial contract term will be a three year agreement with optional one year extensions. The annual contract amount will be established based upon the amount identified in the annual Engineering budget. Contractual services from Coastland Civil Engineering LLP and a separate agreement for Engineering plan check services will replace an existing budgeted full time Assistant Engineer position. For fiscal year 2022/23, the Assistant Engineer position was budgeted at a fully loaded cost of \$130,000, with a mix of 50% funding from the General Fund and 50% of costs allocated directly to projects funded by development fees and non-General Fund sources (Rate, Measure E, grant funding, etc.).

Staff recommends that Council authorize the City Engineer to execute a contract with Coastland Civil Engineering LLP., pending legal review, for on-call professional engineering services in an amount not to exceed \$330,000 for the initial 3 year term.

**Council Goals/Objectives:** A contract for On-Call Engineering Services executes portions of work tasks towards achieving/maintaining Strategic Plan Goal - High Performance Government and Quality Service

**Fiscal Impact:** Contract Engineering Services will replace the Assistant Engineer position that was fully funded in the 22/23 FY Budget

**Funds Available:** Yes

**Account #:** Various

**Reviewed by:** \_\_\_\_\_ City Manager