



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
August 6, 2024

TOPIC: On-Call Staff Support Services for Inspection, Engineering, Project Management, and Administration

AGENDA TITLE

Agreements with Project Partners, Interwest Consulting Group Inc., EC & AM Associates Inc. dba GK & Associates Inc., Richard Fisher Associates, and Ladayu Consulting Group for On-Call Staff Support Services for Inspection, Engineering, Project Management, and Administration

RECOMMENDED ACTION

Authorize the City Manager to execute agreements with the firms listed below to provide inspection, engineering, project management, and administration services, for a three-year period commencing August 6, 2024, and expiring August 5, 2027, with a provision for one, two-year renewal option, for a total aggregate amount not to exceed \$2,500,000 for the term of the contract, including the optional renewal (Core Agreement No. A-2024-XXX).

Firms	Location
Project Partners	Laguna Hills, CA
Interwest Consulting Group, Inc.	Loveland, CO
GK & Associates, Inc.	Diamond Bar, CA
Richard Fisher Associates	Irvine, CA
Ladayu Consulting Group	Palos Verdes Estates, CA

GOVERNMENT CODE §84308 APPLIES: Yes

DISCUSSION

The Public Works Agency (PWA) oversees all aspects of civil engineering for capital improvement projects, development engineering, and the management of project design and construction. In prior years, the City has contracted with consultant firms to provide temporary staffing for PWA to perform a wide range of tasks to design, manage, and inspect the construction of City capital improvements, to support citywide development, plan check, and utility permit-related services. In anticipation of peak workloads, which will exceed the current staffing capacity of PWA, the recommended staff augmentation will help maintain time-sensitive project delivery schedules and commitments related to private property development activity. The approval of the recommended action will

allow the City to temporarily augment staff as needed for various engineering, technical, and administrative duties to meet the agency goals and deliver projects in a timely manner.

On March 5, 2024, PWA released a Request for Proposals (RFP). Eleven proposals were evaluated by a review committee, where each firm was rated according to its organization, credentials, resumes, references, and fees to provide the required services. The list of the firms and each respective ranking is as follows:

Firm	City	Rank
Project Partners	Laguna Hills, CA	1
Interwest Consulting Group, Inc.	Loveland, CO	2
GK & Associates, Inc.	Diamond Bar, CA	3
Richard Fischer Associates	Irvine, CA	4
Ladayu Consulting Group	Palos Verdes Estates, CA	5

Staff recommends Project Partners, Interwest Consulting Group, Inc., GK & Associates, Inc., Richard Fischer Associates, and Ladayu Consulting Group be retained to provide engineering, technical, and administrative staff support services (Exhibits 1-5).

In order to provide the best services to the City, staff will endeavor to distribute work equally among the five consultants, but reserves the right to assign more work to one or more consultants over another based on type of support position required, availability of staff, and performance, among other factors.

FISCAL IMPACT

The following table summarizes the funds budgeted and available for expenditure, which includes funding for Accounting Unit 01115017 and 01117650 that will be available in the FY 2024-25 budget through the carry-forward process. Any remaining balances not expended at the end of the fiscal year will be presented to the City Council for approval of carry-over to FY 2025-26.

Fiscal Year	Accounting Unit-Account #	Fund Description	Accounting Unit, Account Description	Amount
2024-25	01115017-66200	General Fund	Fire – Service Enhancement, Buildings & Building Improvements	\$25,000
2024-25	01117017-62300	General Fund	Public Works-Development	\$20,000

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Fiscal Year	Accounting Unit-Account #	Fund Description	Accounting Unit, Account Description	Amount
			Engineering, Contract Services – Professional	
2024-25	01117611-62300	General Fund	Construction Engineering, Contract Services – Professional	\$35,000
2024-25	01117620-62300	General Fund	PW-Traff/Trans – Serv Enhmnt, Contract Services – Professional	\$35,000
2024-25	01117650-62300	General Fund	SARTC Maintenance – Serv Enhcmt, Contract Services – Professional	\$20,000
2024-25	01117652-62320	General Fund	PWA – Park Service Enhancement, Maintenance & Repair Buildings & Ground	\$200,000
2024-25	01117660-66220 (23-6910)	General Fund	Pub Wks-Road Maintenance, Improvements Other Than Buildings	\$100,000
2024-25	03217663-66220 (14-6802)	Measure M-Street Construction	Measure M2 Competitive Street, Improvements Other Than Buildings	\$35,000
2024-25	05617640-62300	Sanitary Sewer Service	Sanitary Sewer Service, Contract Services-Professional	\$35,000
2024-25	05917660-66220 (14-6802)	Select Street Construction	Select Street Construction, Improvements Other Than Buildings	\$65,000
2024-25	06017645-62300	Water	Water Admin/Engineering, Contract Services-Professional	\$120,000
2024-25	06617647-66301 (18-6424)	Water Acquisition & Construction	Water Utility Capital Projects, Water Capital Project	\$100,000
2024-25	06817640-62300	Sanitation Fund	Pub Wks-Environment/Sanitation, Contract Services-Professional	\$20,000

Fiscal Year	Accounting Unit-Account #	Fund Description	Accounting Unit, Account Description	Amount
2024-25	06817641-62300	Sanitation Fund	Pub Wks-Roadway Cleaning, Contract Services-Professional	\$20,000
2024-25	07317100-62300	Building Maint Fund	Bldg Maintenance, Contract Services-Professional	\$15,000
2024-25	07517100-62300	Fleet Maintenance	Equip Maint-Garage Operation, Contract Services-Professional	\$15,000
2024-25	10117601-62300	Pub Wks-Admin & Planning	Pub Wks-Admin Services, Contract Services-Professional	\$20,000
2024-25	10117605-62302	Pub Wks-Admin & Planning	Pub Wks-Development Engrning, Contracted Vendor Personnel Services	\$170,000
TOTAL				\$1,050,000

Future fiscal year funding will be included in the proposed budgets for City Council consideration.

EXHIBIT(S)

1. Agreement – Project Partners
2. Agreement – Interwest Consulting Group, Inc.
3. Agreement – GK & Associates, Inc.
4. Agreement – Richard Fisher Associates
5. Agreement – Ladayu Consulting Group

Submitted By: Nabil Saba, P.E., Executive Director – Public Works Agency

Approved By: Alvaro Nuñez, Acting City Manager