



City of Santa Ana
20 Civic Center Plaza, Santa Ana, CA 92701
Staff Report
September 19, 2023

TOPIC: Agreements for On-Call Right-of-Way Coordination Services

AGENDA TITLE

Approve Agreements with Interwest Consulting Group, Inc. and Epic Land Solutions, Inc. for On-Call Right-of-Way Coordination Services in an Aggregate Amount Not to Exceed \$250,000 for up to a Five-Year Term (Non-General Fund)

RECOMMENDED ACTION

Authorize the City Manager to execute agreements with Interwest Consulting Group, Inc. and Epic Land Solutions, Inc. to provide on-call right-of-way coordination services for a shared aggregate amount not to exceed \$250,000, for a three-year term beginning September 19, 2023 and expiring on September 18, 2026, with the provision for one, two-year extension, subject to non-substantive changes approved by the City Manager and City Attorney.

DISCUSSION

On June 13, 2023, the Public Works Agency (PWA) released Request for Proposal (RFP) No. 22-150 to select professional firms that provide on-call right-of-way coordination services on an as-needed or on-call basis for the PWA Engineering division (Exhibit 1). These services are required to augment City staff efforts during the following: real property, furniture, fixtures, and equipment appraisals; acquisition, relocation, and property management; and right of way program management.

The RFP was advertised on the City's online procurement management and publication system, PlanetBids, with electronic proposals due on June 6, 2023. Two responsive proposals were received and evaluated by a selection committee composed of PWA staff and based on criteria outlined in the RFP, both firms were selected for this on-call agreement. The following table summarizes the responding firms:

Firm	City
Interwest Consulting Group, Inc.	Irvine, CA
Epic Land Solutions, Inc.	Torrance, CA

Based upon the scope of work and selection criteria outlined in RFP 22-150, Staff recommends awarding on-call agreements with both responding professional consultants, which will allow the consultants to bid on future engineering task orders

(Exhibits 2-3). The selected proposals demonstrate that these firms have the necessary capacity and expertise to complete the required services. The consultant's rates are reasonable and within industry standard, the teams' qualifications are appropriate, and the selected proposals were determined to provide the best value for the City.

Both Interwest Consulting Group, Inc. and Epic Land Solutions have established an efficient history of work on different City projects under various On-Call Agreements for their respective services.

FISCAL IMPACT

There is no fiscal impact at this time. The Public Works Agency will follow the established on-call services process during the FY 2024-2027 contractual term for requesting necessary fiscal review and authorization. Prior to utilizing the on-call services for any of these future task orders, PWA staff must receive Finance and Management Services Agency approval of funding and project activities to be used to ensure funds are available under the authorization limit of \$250,000. Upon successful completion of the fiscal review, a corresponding Notice to Proceed containing the specific scope and maximum expenditure for the task order will be issued.

Funds will be budgeted and available for expenditure for the remaining FY 2023-24, and carried forward for consideration in future fiscal years within the Agreement terms in the following, and various other, Public Works Contract Services-Professional Accounts:

Division	Account
City Facilities License Agreement	01117605-62300
Traffic and Transportation Engineering	01117620-62300
Traffic Signal Maintenance	02917620-62300
Sanitary Sewer Enterprise	05417647-62300
Sanitary Sewer Enterprise	05517660-62300
Sanitary Sewer Enterprise	05617640-62300
Fed Clean Water Protection	05717640-62300
Residential Street Improvement	05817660-62300
Water Enterprise	06017645-62300
Water Enterprise	06617647-62300
Construction Engineering	08617611-62300
Design Engineering	08617612-62300
Traffic Engineering	08617620-62300
Administrative Services	10117601-62300
Development Engineering	10117605-62300
CIP Project Funding	Various
Street Lights Maintenance	01117630-62300
Roadway Marking/Signs	01117625-62300
Graffiti Abatement Program	01117642-62300

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Street Trees	01117643-62300
Sidewalks	01117626-62300
Environment/Sanitation	06817640-62300
Roadway Cleaning	06817641-62300
Median Landscaping	02917635-62300
Roadway Maintenance	02917660-62300
PWA Right of Way	01117622-62300

EXHIBIT(S)

1. RFP #22-150 On-Call Right-of-Way Coordinator
2. Agreement with Interwest Consulting Group, Inc.
3. Agreement with Epic Land Solutions, Inc.

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

Approved By: Kristine Ridge, City Manager