



## Legislation Details (With Text)

**File #:** 20-611      **Version:** 1      **Name:** Amend. No. 1 - Lee & Ro Staff Aug. - SR  
**Type:** Staff Report      **Status:** Filed  
**In control:** City Council  
**On agenda:** 1/19/2021      **Final action:** 1/19/2021  
**Enactment date:**      **Enactment #:**  
**Title:** Staff Report for a City of San Leandro City Council Resolution to Approve Amendment No. 1 to a Consulting Services Agreement with Lee & Ro, Inc. for Staff Augmentation Services Related to Capital Projects Management for an Increase of \$216,620 from Measure B/BB Funds for a Total Contract Amount of \$531,464 and to Extend the Term of the Contract to December 31, 2021  
**Sponsors:** Keith Cooke  
**Indexes:**  
**Code sections:**  
**Attachments:**

Date	Ver.	Action By	Action	Result
1/19/2021	1	City Council	Received and Filed	Pass

Staff Report for a City of San Leandro City Council Resolution to Approve Amendment No. 1 to a Consulting Services Agreement with Lee & Ro, Inc. for Staff Augmentation Services Related to Capital Projects Management for an Increase of \$216,620 from Measure B/BB Funds for a Total Contract Amount of \$531,464 and to Extend the Term of the Contract to December 31, 2021

### SUMMARY AND RECOMMENDATIONS

This contract amendment provides for consulting services to provide staff support to assist City staff to manage the design and construction management of capital projects.

Staff recommends the following:

- Approve Amendment No. 1 to an existing Consulting Services Agreement (CSA) with Lee & Ro, Inc. (Lee & Ro) that:
  - Provides staff augmentation for capital project management;
  - Increases the contract amount by \$216,620 resulting in a total contract amount of \$531,464 and
  - Extends the existing contract to December 31, 2021.

### BACKGROUND

The Engineering and Transportation Department performs project management for capital improvement projects in the City. The quadrupling of Measure BB funding as a result of our Local Streets Rehabilitation Grant has significantly increased the Department's workload such that temporary staffing was needed to complete projects within grant requirement timelines and efficiently meet the City's needs.

On July 15, 2019, by Resolution No. 2019-127, the City Council authorized a CSA with Lee & Ro to provide staff support for capital projects management. Engineering services provided by the consultant included CIP management equivalent to the level of services expected of an associate engineer, including consultant project design oversight, construction management and project closeout. The consultant's work is focused on Measure B/BB funded street rehabilitation related projects.

### **Analysis**

Previously, the City unsuccessfully attempted to hire a contract engineer to help with the workload that the Engineering and Transportation Department was experiencing. Based on a response to a City request for proposals for consultant support services, the City hired Lee & Ro, Inc. to ensure that projects are delivered in a timely and efficient manner. Lee & Ro, Inc. has performed admirably on the existing contract and approving this CSA amendment will ensure that the projects currently in various stages of completion will be delivered on time without lapses that would result if City were to solicit for a new contract.

The current street rehabilitation workload is estimated to require up to 1,200 hours of project management. Staff determined that extending the existing contract for this work is the most efficient way to supplement current staff capacity, and to ensure timely delivery of the CIPs. This amendment will extend the existing term by five months and will be funded with Measure B/BB funds. Staff recommends that the City Council approve CSA Amendment No. 1 with Lee & Ro for a not-to-exceed amount of \$216,620, resulting in a total contract amount of \$531,464, and to extend the term of the contract to December 31, 2021.

### **Current Agency Policies**

- Place San Leandro on a firm foundation for long-term fiscal sustainability
- Maintain and enhance San Leandro's infrastructure

### **Previous Actions**

- On July 15, 2019, by Resolution No. 2019-127, the City Council authorized the City Manager to execute a consulting services agreement with Lee & Ro to provide staff augmentation services in the amount of \$314,844.

### **Applicable General Plan Policies**

T 5.3 Maintenance. Regularly maintain City streets and traffic control devices to ensure that streets operate safely and efficiently. The City will strive for an overall Pavement Condition Index of 76, which is the lower limit of industry best practices.

### **Fiscal Impacts**

The total cost of this consulting services agreement is \$531,464 as detailed below:

Original Consulting Services Amount	\$314,844
<u>CSA Amendment No. 1 Costs</u>	<u>\$216,620</u>

Total CSA Amount \$531,464

The work by Lee & Ro will be paid from Measure B/BB funds previously appropriated for Capital Improvement projects.

**Budget Authority**

Funding allocations for Measure B/BB available for this consulting services are as follows:

<u>Account No.</u>	<u>Source</u>	<u>FY/Approp. Date</u>	<u>Amount</u>
144-38-401	Measure B	FY17/18	\$1,400,000
<u>141-38-413</u>	<u>Measure BB</u>	<u>FY19/20</u>	<u>\$1,200,000</u>
		Total	\$2,600,000

**Attachment to Related Legislative Files**

- Draft CSA Amendment No. 1

**PREPARED BY:** Austine Osakwe, Senior Engineer, Engineering and Transportation Department