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Title: Staff Report for a Resolution to Approve a Consulting Services Agreement with CSG Consultants, Inc. for On-Call Engineering Plan Check, City Surveyor, Land Surveying and Engineering Inspection Services in an Amount Not-to-Exceed \$300,000 for Three Years

Sponsors: Keith Cooke

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Staff Report for a Resolution to Approve a Consulting Services Agreement with CSG Consultants, Inc. for On-Call Engineering Plan Check, City Surveyor, Land Surveying and Engineering Inspection Services in an Amount Not-to-Exceed \$300,000 for Three Years

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve and authorize the City Manager to execute a Consulting Services Agreement (CSA) with CSG Consultants, Inc. in an amount not to exceed \$300,000 for a period of three years. The consultant will provide engineering, inspection and land surveying support services on various projects for the Engineering and Transportation Department.

BACKGROUND

The Engineering and Transportation Department Project Development and Land Development Divisions provide engineering services for public projects and private land development projects. Because of a thriving economy as well as quadrupling of Measure BB funding approved by voters in 2014, demands for service from the Engineering and Transportation Department have increased significantly. Furthermore, the City’s proposed biennial budget includes significant increases in expenditures for Capital Improvement Program (CIP) projects that will further stretch the capacity of the department. To continue providing timely and efficient service to residents, visitors, other City departments, and private land developers, it is necessary to outsource certain tasks to consultants. Retaining qualified consultants to support the City’s staff will provide options and flexibility while satisfying the expected demands.

Engineering consulting services to be provided by consulting firms may include the following:

- Research and review Planning and Land Development Division applications for private land

development throughout the City.

- Review Land Development Division Parcel and Tract Map applications for subdivisions in the City.
- Provide Land Surveying and Engineering Inspection services in support of the Project Development Division's CIP projects.

The consultant's scope of work will be defined at the time of each project assignment.

Analysis

In February 2017, staff issued a Request for Qualifications (RFQ) seeking civil engineering and land surveying consulting firms to assist with engineering projects as needed. The consultant will primarily function as an extension of City staff on tasks related to public improvement projects and private land development projects.

Eight consulting firms responded to the City's RFQ. After evaluation of the responses, CSG Consultants, Inc. was one of three firms selected to provide consulting services based on presentation, responsiveness, approach, capacity, ability, availability, experience and references.

A blanket purchase order will be requested for this CSA. Consultant costs will be charged either to CIP projects or as a direct cost to land developers applying for entitlements or permits.

Current Agency Policies

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

Applicable General Plan Policies

- **Policy LU-4.1 Concurrent Provision of Services** - To the extent permitted by law, allow new residential development to occur only when the public facilities needed to serve that development are available or will be provided concurrently with the development.
- **Policy LU-4.2 Fair Share Contributions** - Require new residential development to pay its fair share of the cost of capital improvements needed to serve that development.
- **Policy T-1.3 Mitigation of Development Impacts** - Require developers to address the impacts that their projects will have on the City's transportation system. A variety of mitigation measures, including impact fees, street improvements, traffic signal and Intelligent Transportation Systems (ITS) improvements, transportation demand management (TDM) measures, and improvement of non-automobile transportation modes, should be considered.
- **Policy T-2.1 Complete Streets Serving All Users and Modes** - Create and maintain "complete" streets that provide safe, comfortable, and convenient travel through a comprehensive, integrated transportation network that serves all users.
- **Policy ED-2.3 Development Review and Permitting** - Maintain clear and predictable development review and zoning regulations.

- **Policy EH-4.1 Urban Runoff Control** - Continue to implement water pollution control measures aimed at reducing pollution from urban runoff. These measures should emphasize best management practices by residents, businesses, contractors, and public agencies to ensure that surface water quality is maintained at levels that meet state and federal standards.
- **Policy CSF-6.1 Development Impacts** - Permit new development only when infrastructure and utilities can be provided to that development without diminishing the quality of service provided to the rest of the City.
- **Policy CSF-6.2 Fair Share Costs** - Require future development to pay its fair share of the cost of improving the water, sewer, storm drainage, and other infrastructure systems needed to serve that development. Development impact fees, development agreements, and other appropriate forms of mitigation should be used to cover the costs of upgrading or expanding public infrastructure.

Fiscal Impacts

A blanket purchase order will be requested for the consulting firm, with tasks assigned to the consultant charged either to specific projects in the CIP, or to specific development applications where direct costs can be recovered. There are no additional fiscal impacts beyond those originally identified in the CIP or adopted budget.

Budget Authority

The following CIP funding accounts are examples of accounts that may be used to fund the agreement over three years:

143-38-402 Annual Street Sealing 2018-19
123-38-279 East 14th Street Undergrounding
593-52-266 Sanitary Sewer Point Repair 2019
144-38-377 Annual Overlay/Rehabilitation 2016-17

ATTACHMENT

CSA - CSG Consultants, Inc.

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