



Legislation Text

File #: 20-402, **Version:** 1

Staff Report for a City of San Leandro City Council Resolution to Approve a Consulting Services Agreement with CSG Consultants, Inc. for On Call Civil Engineering and Land Surveying Consulting Services in an Amount Not-to-Exceed \$100,000 per Year or a Total of \$200,000 for the Two Year Term of the Agreement

SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve and authorize the City Manager to execute a consulting services agreement with CSG Consultants, Inc. that provides for Engineering and Transportation Department staff augmentation. The consultant will provide engineering, inspection and land surveying support services on various projects for the Engineering and Transportation Department. The cost of services will be charged to the project for which the service is provided.

BACKGROUND

The Engineering and Transportation Department provides engineering services for public and private land development projects. Consultants are used to supplement staff when there is higher than normal workload, when there are staff vacancies, and when specified expertise is needed.

In 2017 the City received eight proposals to provide on call services; CSG Consultants, Inc. (CSG) was one of three firms the City selected to provide services related to review of development submittals, review and approval of subdivision maps, and inspection of field work.

Analysis

CSG has performed well under its 2017 contract and there is still a need for their services. Award of this two-year contract will allow CSG to continue to assist the Engineering and Transportation Department. Without this contract, the City may not meet response times for review of development submittals and additional time will be required to complete some capital improvement projects (CIP). Additionally, the City does not have a surveyor on staff and therefore another contract for this service would be required.

A two-year term is recommended so that CSG may provide a total of five years of support to the City. In 2022, five years after the original request, new proposals will be requested and evaluated.

Current Agency Policies

- Maintain and enhance San Leandro's infrastructure.

Previous Actions

On September 5, 2017 by Resolution No. 2017-115, City Council approved an agreement with CSG for on call engineering and land surveying services for a period of 3 years.

Fiscal Impacts

This agreement is for services of up to a \$100,000 a year for a total maximum value of \$200,000 over the two-year term of the agreement.

Budget Authority

There is no appropriation of funds for this action.

A blanket purchase order is 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.

Attachment to Related Legislative File

- On Call CSG FY 21 and 22

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