



NEWPORT BEACH

City Council Staff Report

July 9, 2024
Agenda Item No. 7

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Award Professional Services Agreement for Inspection Services with Willdan Engineering and TKE Engineering Inc. for On-Call Public Works Inspection Services

ABSTRACT:

The City of Newport Beach contracts for as-needed public works inspection services to augment City staff. With the increasing number of Capital Improvement Program (CIP) projects and encroachment permits, staff prepared a Request for Proposals (RFP) for this service. The City received nine formal proposals and after a review and evaluation process, Willdan Engineering and TKE Engineering Inc. were deemed most qualified. Staff requests City Council approval of three-year, on-call agreements with Willdan Engineering and TKE Engineering Inc. for a total not-to-exceed cost of \$150,000 per contract.

RECOMMENDATIONS:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Approve a Professional Service Agreement for Inspection Services with both Willdan Engineering and TKE Engineering Inc. for On-Call Public Works Inspection Services for a three-year term and a total not-to-exceed amount of \$150,000 per contract, and authorize the Mayor and City Clerk to execute the agreement.

DISCUSSION:

The Public Works Department received formal proposals for on-call public works inspection services. The RFP required proposers to provide a brief proposal stating their inspection experience on CIP projects and encroachment permits and to give a current service fee schedule for as-needed public works inspection services.

The services provided under these inspection agreements are integral for keeping City construction projects and encroachment permits up-to-date and on track. The City's inspection team has been incurring considerable overtime over the past years (during FY 2023-24 inspection staff averaged a combined 75 hours of overtime per pay period) due to a very large CIP workload, several resident-driven utility undergrounding districts, as well as many other external agency projects (OCSD, SCE, SoCal Gas, Caltrans), of which many require nightwork. The workload has been overstressing inspection staff and this heightened volume of construction work is expected to continue for the foreseeable future. Augmenting inspection staff resources through these agreements will better ensure that the needed inspection, quality control and project oversight is available and provided.

The Public Works Department issued an RFP for on-call public works inspection services through the City's electronic bidding portal. Nine proposals were received by the submittal deadline of April 4, 2024 at 3p.m. Each proposer was evaluated on proposal execution and conformance to the RFP, understanding of project scope, experience and expertise of the project team, relevance of references, and proposal format. After reviewing each proposal, including the fee schedule, the submittals were scored as follows:

<u>PROPOSER</u>	<u>SCORE</u>
<u>Willdan Engineering</u>	<u>87/100</u>
<u>TKE Engineering Inc.</u>	<u>87/100</u>
NV5	87/100
EC & AM Associates	86/100
Z & K Consultants Inc.	84/100
Onward Engineering	84/100
Professional Services Industry Inc.	81/100
AKM Consulting Engineers	79/100
Aesco	75/100

Several firms scored well and are qualified to perform the requested work. With that, staff believes we only need two firms on contract to provide the service and recommends the City Council award a three-year agreement, with both Willdan Engineering, and TKE Engineering Inc., for a not-to-exceed total of \$150,000 per each contract. (The proposed agreements are included as Attachments A and B.) Although the scoring was close, NV5 was not selected as they are already under contract with the City on several other projects (primarily the Balboa Island utility undergrounding project), and EC & AM Associates was rated just below the leading candidates.

FISCAL IMPACT:

The adopted budget includes sufficient funding for these contracts. It will be expensed to the Professional Services account (01080801-811008) in the Public Works Department.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENTS:

Attachment A – Willdan Engineering Agreement
Attachment B – TKE Engineering Inc. Agreement