



NEWPORT BEACH

City Council Staff Report

January 24, 2023
Agenda Item No. 7

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Approval of On-Call Professional Services Agreements for Project Management Services

ABSTRACT:

Capital improvement projects often require professional consulting services to provide design, planning, project management, and construction support for timely delivery. Upon completion of a recent release of a Request for Proposals (RFP) for On-Call Professional Project Management Services, City of Newport Beach (City) staff conducted a review and selection process and recommends awarding three on-call project management services contracts. Each contract would be for a term of three years and a total not-to-exceed amount of \$200,000.

RECOMMENDATION:

- 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 On-Call Professional Services Agreements with Ardurra Group, Inc., DMC Engineering, and Z&K Consultants, Inc. for professional project management services, with each agreement being for a term of three years and a total not-to-exceed amount of \$200,000, and authorize the Mayor and City Clerk to execute the agreements.

DISCUSSION:

The City uses private-sector consultants to provide various project management, engineering, construction inspection, and other professional services associated with Public Works projects. The project management on-call services will be used on specialty facility maintenance projects that require supplementary expertise and coordination for delivery, such as the rehabilitation of various heating, cooling, electrical, and security systems at City facilities. The providers of the on-call services are expected to move their assigned project, under the direction and guidance of City staff, from concept to completion of construction.

To ensure staff has adequate resources to continue project delivery, the City issued a Request for Proposals (RFP) in November 2022 for On-Call Professional Project Management Services. The City’s proposal review team consisted of three staff members from Public Works. Consultant qualifications were evaluated by the review team independently. Evaluations were based in accordance with each proposal’s demonstration of the firm’s abilities and expertise of the project team related to reference projects, qualifications and experience, a demonstrated understanding of the City’s needs, and the ability to deploy appropriate resources. Evaluations also considered each firm’s recent experience and project references in conducting work for public agencies of similar scope and complexity. The City received 14 responses to the RFP, 10 of which scored over 70 percent.

The scoring for the proposals is as follows:

PROPOSER	TOTAL SCORE (Out of 300)	OVERALL RANK
Ardurra Group, Inc.	293	1
Z&K Consultants, Inc.	258	2
DMC Engineering	241	3
Project Partners, Inc.	240	4
NV5 Inc.	232	5
Cumming Management Group, Inc.	230	6
Interwest Consulting Group	228	7
JOA Group	225	8
Griffin Structures, Inc.	216	9
Willdan Engineering	214	10

Staff requests approval of three separate on-call professional services agreements with Ardurra Group, Inc., DMC Engineering, and Z&K Consultants, Inc. for professional project management services. The term for each of these agreements is three years and they would expire on January 31, 2026. Projects will be assigned on a rotating basis to the on-call firms based on their expertise or depending on the City’s requirements and the project type.

FISCAL IMPACT:

There is no direct fiscal impact related to this item as the award of the on-call contract does not create an obligation to expend funds. Funding for the work done under these on-call contracts will be expensed to individual projects within the City’s approved Operating and Capital Improvement Program budgets.

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 – Professional Services Agreement with Ardurra Group, Inc.
Attachment B – Professional Services Agreement with DMC Engineering
Attachment C – Professional Services Agreement with Z&K Consultants, Inc.