



# City of Morgan Hill

## Legislation Details (With Text)

**File #:** 15-819      **Version:** 1      **Name:**  
**Type:** Staff Report      **Status:** Consent Calendar  
**File created:** 11/17/2015      **In control:** City Council  
**On agenda:** 12/16/2015      **Final action:** 4/1/2016  
**Title:** AWARD A PROFESSIONAL SERVICES AGREEMENT WITH CSG CONSULTANTS, INC. TO PROVIDE INSPECTION SERVICES FOR PUBLIC WORKS AND BUILDING PROJECTS

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Resolution for Inspection Services CSG 12-16-15, 2. Service Agreement with CSG Consultants 12-16-15 - CSG Signed Only, 3. 035 CSG Consultant Engineering.pdf, 4. 036 CSG Building.pdf, 5. 19 Supplement 1

Date	Ver.	Action By	Action	Result
12/16/2015	1	City Council	approved	Pass

## CITY COUNCIL STAFF REPORT MEETING DATE: DECEMBER 16, 2015

PREPARED BY: Yat Cho, Associate Engineer/Public Works  
APPROVED BY: City Manager

### AWARD A PROFESSIONAL SERVICES AGREEMENT WITH CSG CONSULTANTS, INC. TO PROVIDE INSPECTION SERVICES FOR PUBLIC WORKS AND BUILDING PROJECTS

#### RECOMMENDATION(S)

Adopt a resolution approving the following actions;

1. Approve an amendment to the City's fiscal year Engineering Division (206.5410) 2015-2016 annual budget in the Community Development Fund (Fund 206) to appropriate \$75,000.
2. Approve an amendment to the City's fiscal year Building Division (206.5130) 2015-2016 annual budget in the Community Development Fund (Fund 206) to appropriate \$70,000.
3. Adopt a resolution 1) approving a professional services agreement with CSG Consultants, Inc. to provide inspection services for 30 months in an amount not to exceed (\$960,000) for public works and building projects (\$150,000 + \$70,000) for FY 15-16, (\$230,000 + \$140,000) for FY 16-17, and (\$230,000 + \$140,000) for FY 17-18, 2) determining that the request for proposal procedure was in the best interest of the City, and authorizing the City Manager to execute and administer the professional services agreement.

#### COUNCIL PRIORITIES, GOALS & STRATEGIES:

##### Ongoing Priorities

## Maintaining fiscal responsibility

### **REPORT NARRATIVE:**

The City Public Works inspectors are responsible for monitoring/inspecting all construction work within in the public right of way. This includes Capital Improvement Program (CIP) projects, developer projects, and any related encroachment permit projects by residents and various utility companies. When inspection services workload cannot be met by the two staffed inspectors, additional inspection services are required. The current inspection services contract was approved by City Council in August, 2012 and will expire on December 31, 2015.

In addition, the Building Division is currently experiencing inspection delays up to 7 days due to the increase of construction activity. This has impacted the delivery of new homes to the buyer. CSG Consultants will provide a qualified building inspector on a part time basis which will help reduce inspection delays to a manageable level.

On October 30, 2015, staff sent out a Request for Proposal to three qualified firms for providing public works inspection services on an as needed basis for FY15-16 and FY16-17. The contract inspection services will continue to serve both CIP and development projects, depending on the need of the department. Two proposals were received on November 13, 2015. Staff reviewed and scored each proposal to determine the most qualified firm for a thirty month agreement. Upon review of the proposals, it was determined that CSG Consultants, Inc. as having the necessary experience and expertise of the City's inspection needs for both the public works and building department.

The City has employed contract inspection services to assist the two full time public works inspectors on an as-needed basis for the past 5+ years. With the strong development and CIP activities throughout the City anticipated for the next thirty months, staff recommends the award of inspection services contract to CSG Consultants, Inc.

Staff is also requesting that City Council determine, pursuant to Municipal Code Section 3.04.240(A), that the request for proposal procedure was in the best interests of the City.

**COMMUNITY ENGAGEMENT:**      **Not Applicable**

### **ALTERNATIVE ACTIONS:**

None.

### **PRIOR CITY COUNCIL AND COMMISSION ACTIONS:**

None

### **FISCAL AND RESOURCE IMPACT:**

The cost of the contract inspection services over the thirty month period is \$960,000; \$75,000 would be appropriated from the Community Development Fund, Engineering Division (206.5410) to cover costs associated with the current fiscal year (FY15-16) for developer projects. \$70,000 would be appropriated from the Community Development Fund, Building Division (206.5130) to cover costs

associated with the current fiscal year (FY15-16) for Building projects. The remaining \$75,000 is already budgeted through the Capital Improvement Program (CIP) Project Fund. The remainder of the \$75,000 will be charged to individual Capital Improvement Project accounts, with appropriate funding as budgeted and approved in the FY 15/16 budget. A budget scorecard is attached for FY15-16 and subsequent budgets would include the necessary appropriation.

**CEQA (California Environmental Quality Act):**

Not a Project

This professional services agreement and the services performed thereunder are not a project, as defined in Section 15378 of the State CEQA Guidelines.

**LINKS/ATTACHMENTS:**

Resolution

Exhibit A - Scorecards

Exhibit B - Professional Services Agreement