



City of Huntington Beach

File #: 20-1858

MEETING DATE: 10/5/2020

REQUEST FOR CITY COUNCIL ACTION

SUBMITTED TO: Honorable Mayor and City Council Members

SUBMITTED BY: Oliver Chi, City Manager

PREPARED BY: Sean Crumby, Director of Public Works

Subject:

Approve and authorize execution of Amendment No. 1 to the Professional Services Contract with Derek J. McGregor, Inc. for On-Call Plan Check and Engineering Services

Statement of Issue:

The City has an existing three-year professional services contract with Derek J. McGregor, Inc., to provide on-call plan check and engineering services for the Public Works Engineering Division. Staff is requesting an amendment to increase the contract amount by \$180,000 within the existing three-year contract term that will expire in May 2021.

Financial Impact:

On-call plan check services are budgeted in the Fiscal Year 2020/21 Capital Improvement Program (CIP) and Public Works operating budgets. No additional appropriations are necessary at this time.

Recommended Action:

Approve and authorize the Mayor and City Clerk to execute, "Amendment No. 1 to Professional Services Contract Between The City of Huntington Beach and Derek J. McGregor, Inc. DBA DMC Engineering for On Call Plan Check and Engineering Services" increasing the contract amount by \$180,000 from the original amount of \$400,000.

Alternative Action(s):

Do not approve the contract amendment and direct staff accordingly.

Analysis:

On May 21, 2018, the City executed a three-year professional services contract with Derek J. McGregor, Inc. (DMC), for on-call plan check and engineering services to assist the Public Works Department with various tasks related to plan check and entitlement review for private land development projects. The Public Works Development Services section and the Water Engineering section have been utilizing DMC services on an as-needed basis. The original contract amount is not to exceed \$400,000 over a three-year period; however, funds are nearly expended due to limited staffing.

The Water Engineering and Public Works Development Services sections have been short-staffed since the loss of key staff members. In addition, staff is experiencing increased development activity and issues associated with COVID-19 that have led to a backlog in plans submitted for approval. To compensate for this deficiency, consultants such as DMc have been able to absorb the additional work flow and provide efficient and reliable plan check, entitlement reviews, and easement review services for multiple ongoing land development projects.

DMc is uniquely qualified to provide development review services to the City due to their extensive experience in land development, understanding of the City's requirements, procedures, and standards as well as their familiarity with City staff. DMc is able to perform plan check functions and conduct entitlement reviews efficiently and cost effectively for land development projects.

Staff is requesting a contract amendment to increase the amount by \$180,000, so that DMc can continue providing these needed professional services until the contract expires in May 2021.

Environmental Status:

Not applicable.

Strategic Plan Goal:

Enhance and maintain infrastructure

Attachment(s):

1. Professional Services Contract Between The City of Huntington Beach And Derek J. McGregor, Inc., for On Call Plan Check and Engineering Services
2. Amendment No. 1 to Professional Services Contract Between The City of Huntington Beach And Derek J. McGregor, Inc., for On Call Plan Check and Engineering Services