



# City of Huntington Beach

File #: 21-061

MEETING DATE: 2/1/2021

## 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 3-Year Professional Services Contracts for As-Needed Environmental Engineering Services with Geosyntec Consultants, Inc., Environmental Engineering Contracting, Inc. (EEC Environmental), Huitt-Zollars, Inc., and CWE**

**Statement of Issue:**

The Public Works and Fire Departments require environmental engineering services on an as-needed basis to support staff for General Environmental Engineering consultation and the implementation of programs/inspections in support of the City's National Pollution Discharge Elimination System (NPDES) Permit with the State of California as well as overall Water Quality programs, as administered and implemented by Public Works staff.

**Financial Impact:**

The Fiscal Year 2020/21 approved budget for the Fire Department has funds in the amount of \$640,000 under professional services. The Fiscal Year 2020/21 approved budget for the Public Works Department has funds in the amount of \$2,650,000 under professional services. Total maximum value of the contracts is \$2,400,000 over a three-year period, used on an as-needed basis.

**Recommended Action:**

- A) Approve and authorize the Mayor and City Clerk to execute a 3-year (with optional 1 year extension), not-to-exceed \$600,000 Professional Services Contract between the City of Huntington Beach and Geosyntec Consultants, Inc. for As-Needed Environmental Engineering Services; and,
- B) Approve and authorize the Mayor and City Clerk to execute a 3-year (with optional 1 year extension), not-to-exceed \$600,000 Professional Services Contract between the City of Huntington Beach and Environmental Engineering Contracting, Inc. for As-Needed Environmental Engineering Services; and,
- C) Approve and authorize the Mayor and City Clerk to execute a 3-year (with optional 1 year

extension), not-to-exceed \$600,000 Professional Services Contract between the City of Huntington Beach and Huitt-Zollars, Inc. for As-Needed Environmental Engineering Services; and,

D) Approve and authorize the Mayor and City Clerk to execute a 3-year (with optional 1 year extension), not-to-exceed \$600,000 Professional Services Contract between the City of Huntington Beach and CWE for As-Needed Environmental Engineering Services.

**Alternative Action(s):**

Do not authorize these contracts and direct staff accordingly.

**Analysis:**

On October 19, 2020, the City advertised a Request for Qualifications ("RFQ") for As-Needed Environmental Engineering Services. Proposals were requested and submitted in compliance with Chapter 3.03 of the Huntington Beach Municipal Code. Six (6) proposals were received for As-Needed Environmental Engineering services. In accordance with qualifications-based selected procurement per the Federal "Brooks Act," State SB 419, and the City of Huntington Beach Municipal Code Section 3.03 "Professional Services," the Department of Public Works established a review board consisting of the following subject matter experts from the Public Works and Fire Departments who evaluated and ranked the proposals: Environmental Services Manager, Fire Protection Analyst, and Senior Administrative Analyst.

The ranking criteria included:

- *Clarity of Proposal*
- *Firm Qualifications*
- *Staff Qualifications & Experience*
- *Understanding & Methodology*
- *Local Vendor Preference*
- *References*

The four (4) contracts recommended for Council approval are for as-needed environmental engineering consultation for General Environmental services and Water Quality programs. These services have historically been utilized to supplement City staff to meet inspection requirements and as an extension of staff, and to provide required expertise for unique projects in support of the City's National Pollution Discharge Elimination System (NPDES) Permit with the State of California as well as overall Water Quality programs, as administered and implemented by Public Works staff.

The selection process included a review of the written proposals and a check of references provided by the firms. Each firm stated their environmental engineering category of expertise with their proposal, and proposals were then evaluated and ranked by the three (3) review board members (subject matter experts). After conducting the entire evaluation process and reference checks, the committee determined that Geosyntec, EEC Environmental, Huitt-Zollars, and CWE are the most qualified firms to meet the needs of the City, and most qualified to provide as-needed environmental engineering services, as well as providing competitive proposals for future projects. Attachment 2 is a summary of the evaluations as conducted by the review board members.

In the aggregate, across all four (4) professional service contracts, the Public Works Department will not exceed the respective budget appropriations for the requested professional services. Throughout the contract term of the four (4) professional contract service agreements, the Public Works Department may utilize the services of each of the four (4) on-call professional services contracts, or perhaps just one. The on-call, as-needed contracts will provide the Department greater flexibility in obtaining the expert environmental engineering professional services needed from the various firms under contract.

**Environmental Status:**

Not applicable.

**Strategic Plan Goal:**

Enhance and maintain high quality City services

**Attachment(s):**

1. Request for Qualifications (RFQ)
2. Summary Evaluation Sheets
3. Professional Services Contract between the City of Huntington Beach and Geosyntec, Inc. for As-Needed Environmental Engineering Services
4. Professional Services Contract between the City of Huntington Beach and Environmental Engineering Contracting, Inc. for As-Needed Environmental Engineering Services
5. Professional Services Contract between the City of Huntington Beach and Huitt-Zollars, Inc. for As-Needed Environmental Engineering Services
6. Professional Services Contract between the City of Huntington Beach and CWE for As-Needed Environmental Engineering Services