



City of Huntington Beach

File #: 21-308

MEETING DATE: 6/1/2021

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 and authorize execution of Professional Services Contracts for On-Call Development Review Engineering and Professional Consulting Services with Ardurra Group, Cannon Corporation, Derek J. McGregor, and HR Green Pacific

Statement of Issue:

The Public Works Department requires on-call plan check and other engineering services for as-needed support staff to assist with private development plan check and general engineering support services.

Financial Impact:

Funding for the first year use of these contracts is provided in the Fiscal Year (FY) 2020/21 budget in General Fund account 10085251.69365 and Water Fund account 50685201.69365. Subsequent funding will be requested as part of the annual budget submittal/approval process. No funds will be expended on these contracts unless they are approved in the City's annual budget. No additional funding is required by the recommended actions.

Recommended Action:

- A) Approve and authorize the Mayor and City Clerk to execute \$500,000 Professional Services Contract between the City of Huntington Beach and Ardurra Group, Inc., for On-Call Development Review Engineering and Professional Consulting Services; and,
- B) Approve and authorize the Mayor and City Clerk to execute \$500,000 Professional Services Contract between the City of Huntington Beach and Cannon Corporation for On-Call Development Review Engineering and Professional Consulting Services; and,
- C) Approve and authorize the Mayor and City Clerk to execute \$500,000 Professional Services Contract between the City of Huntington Beach and Derek J. McGregor, Inc., for On-Call Development Review Engineering and Professional Consulting Services.

Alternative Action(s):

Do not authorize the contracts and direct staff accordingly. Plan check times are likely to increase and service levels are likely to decrease until new contracts are approved.

Analysis:

Applicants who submit private development projects to the Public Works Department are required to pay fees for plan check and development review services. Reasonable service levels are expected in return. Historically, when development activity increases such that City staff can no longer meet these demands, staff's efforts are supplemented by services provided by consulting engineers. This approach is a cost-effective method of closing the gap between the demands for service and the ability of City staff to meet these demands, while maintaining high-quality customer service levels.

Development activity is expected to increase in the coming years. In anticipation of this demand, on December 21, 2020, the City advertised a Request for Qualifications (RFQ) for On-Call Development Review Engineering and Professional Consulting Services. Proposals were requested and submitted in compliance with Chapter 3.03 of the Huntington Beach Municipal Code (HBMC), "Professional Services." Sixteen (16) proposals were received. In accordance with qualifications-based selected procurement, per the Federal "Brooks Act," State SB 419, and the HBMC, the Public Works Department established a three member review board to evaluate and rank these proposals.

The proposals were generally quite impressive and the selection process very competitive. Following proposal evaluation, the review board then interviewed the teams representing the six highest-ranking proposals. References were also checked for these six firms and their key staff. Following this selection process, staff is recommending that on-call contracts be awarded to the top four (4) firms, as follows: Ardurra Group, Inc., Cannon Corporation, Derek J. McGregor, Inc., and HR Green Pacific, Inc.

Funding for these services is provided through development fees collected for these projects. The proposed on-call contracts will be used only if development demand exceeds City staff resources, necessitating the need for supplemental help from any of these consultants. The proposed contract amounts are a not-to-exceed amount for a three-year term, with no guarantee of work. Funding for any and all of these contract services is only through City Council authorization in the budget approval process.

Environmental Status:

Not applicable.

Strategic Plan Goal:

Infrastructure & Parks

Attachment(s):

1. Professional Services Contract between the City of Huntington Beach and Ardurra Group, Inc., for On-Call Development Review Engineering and Professional Consulting Services
2. Professional Services Contract between the City of Huntington Beach and Cannon Corporation for On-Call Development Review Engineering and Professional Consulting Services
3. Professional Services Contract between the City of Huntington Beach and Derek J. McGregor,

- Inc., for On-Call Development Review Engineering and Professional Consulting Services
4. Professional Services Contract between the City of Huntington Beach and HR Green Pacific, Inc., for On-Call Development Review Engineering and Professional Consulting Services
 5. Professional Services Award Analysis