



AGENDA REPORT

Public Works

DATE:	December 6, 2022
TO:	Mayor Butt and Members of the City Council
FROM:	Daniel Chavarria, Director of Public Works
Subject:	Proposed Contract Amendments for As-Needed Project Management Services for Capital Projects, Including Federally Funded Projects.
FINANCIAL IMPACT:	Funding for these services is provided under various sources including existing budgets, grants, and federally funded projects.
PREVIOUS COUNCIL ACTION:	Contracts approved on January 14, 2020
STATEMENT OF THE ISSUE:	City staff is recommending City Council approval for on-call contract amendments for as-needed project management services for a variety of capital projects, including federally funded projects.
RECOMMENDED ACTION:	APPROVE on-call professional service contract amendments in the amount of \$400,000 per vendor, with two-year term extensions through January 14, 2025, to provide as-needed project management services for capital projects, including federally funded projects, with the following three firms: Avila Project Management (APM) for a new total contract amount not to exceed \$800,000, CSW ST2 for a new total contract amount not to exceed \$800,000, and mack5 for a new total contract amount not to exceed \$1,200,000 – Public Works Department (Daniel Chavarria 510-620-5478/Yader A. Bermudez 510-774-6300).

DISCUSSION:

The City's Capital Improvement Plan includes projects that are funded with local funds as well as with various regional, state, and federal funding sources. The California Department of Transportation (CalTrans) serves as a pass-through agency for federal funds utilized by local agencies, and enforces federal requirements through the Local Assistance Procedures Manual (LAPM). When managing federally funded projects, City staff spends a considerable amount of time complying with the LAPM and meeting routine requirements such as the Preliminary Environmental Study, Field Review, National Environment Policy Act, Right-of-Way and Utility Certification, Request for Authorization to Proceed with Design/Construction, Award Packet, Reimbursement Requests, and Project Close-out. In addition, the City must: comply with federal and state public contracting requirements; submit requests for funding, project documentation, and progress reports; update the Fund Management System; prepare audit-ready filing systems; and meet additional coordination and reporting requirements for the Contra Costa Transportation Authority and the Metropolitan Transportation Commission.

Complying with the LAPM and meeting all federal requirements requires extensive effort and takes significant amounts of City staff time away from managing and delivering projects.

City staff desires to work more efficiently and proposes to issue work authorizations under these on-call project management contracts, for professional services for capital projects, including federally funded projects. Services include making sure all Caltrans required documentation is prepared correctly and in a timely manner for grant funding purposes, monitoring all the City's federally funded project schedules and preparing all Caltrans project routine progress reports, preparing grant reimbursement requests in conformance with Caltrans requirements, and ensuring all necessary federal forms and reports are completed and submitted in a timely fashion to ensure the City of Richmond's good standing with Caltrans and other funding agencies.

DOCUMENTS ATTACHED:

- Attachment 1 – Original Contract Resolution
- Attachment 2 – Amendment to the Contracts
- Attachment 3 – Original Contracts