



AGENDA REPORT

Economic Development
Port Division

DATE:	May 27, 2025
TO:	Mayor Martinez and Members of the City Council
FROM:	Charles Gerard, Port Director
Subject:	Contract Amendment No.1 with CSW Stuber-Stroeh Engineering Group, Inc.
FINANCIAL IMPACT:	The proposed expenditure is included within the approved fiscal year (FY) 2024-2025 budget. Account String - 40161080-400201
PREVIOUS COUNCIL ACTION:	January 28, 2025
STATEMENT OF THE ISSUE:	City staff is requesting City Council approval of a first contract amendment with CSW Stuber-Stroeh Engineering Group, Inc. to increase the contract amount for fiscal year (FY) 2024-2025 budget and continue engineering services for the Port of Richmond.
RECOMMENDED ACTION:	APPROVE a first contract amendment with CSW Stuber-Stroeh Engineering Group, Inc. to increase the contract amount by \$30,000, for Fiscal Year 2024-25, within the contract term of July 1, 2024, through June 30, 2027, for a revised not-to-exceed contract amount of \$324,000, for engineering services at the Port of Richmond – Economic Development Department (Charles Gerard 510-620-6792).

DISCUSSION:

Background

On January 28, 2025, the City Council approved a three-year contract beginning January 1, 2024, with CSW|Stuber-Stroeh Engineering Group, Inc. (CSW|ST2) in the amount of \$294,000 for engineering services at the Port of Richmond, with two optional one-year extensions of \$100,000 each. This contract supports essential planning, compliance, and engineering functions at the Port, including:

- Support for the Port Pavement Rehabilitation Project;
- Completion of grant applications for capital improvements;
- Infrastructure assessment, design, and modernization;
- Technical assistance for tenant operations (dock capacity, berth length, water depth, utility capacity);
- Support for the shore power project at Point Potrero Marine Terminal (PPMT);
- Assistance with the Berth Assessment project;
- Implementation of capital projects identified for Fiscal Years (FYs) 2024–2027; and
- As-needed engineering services to support Port operations.

Contract Amendment

Since the City Council's approval of the original contract, capital improvement projects (CIP) and maintenance projects have progressed. City staff has identified additional priorities for FY 2024–2025 that require enhanced engineering support. These include additional conceptual designs for shore power project, capital project management services, and assistance with grant writing and development of supporting material for submittal.

To address these needs and maintain project continuity, City staff recommends a first contract amendment to increase the not-to-exceed amount by \$30,000, which applies solely to Fiscal Year 2024–2025 to complete additional tasks stated. This amendment will increase the contract's total not-to-exceed amount from \$294,000 to \$324,000, while preserving the existing three-year term from July 1, 2024, through June 30, 2027.

CSW|ST2 provides comprehensive technical services, including infrastructure assessments, grant writing, structural evaluations, Request for Proposals development, historical data, compliancy, contractor management, and dredging assistance. Their familiarity with Port facilities and operations enables CSW|ST2 to address emerging challenges efficiently and effectively.

Robert Stevens, president and lead engineer of CSW|ST2, has provided engineering, program management, and construction oversight at the Port for over 16 years. His deep institutional knowledge and technical expertise make CSW|ST2 uniquely positioned to deliver responsive and reliable support.

SYNERGISTIC POLICIES:

This contract supports Goal 2.5 - Revitalization of the Port within Strategic Goal Area 2: Increase Revenue and Improve Economic Development. CSW|ST2 is actively engaged in guiding infrastructure improvements that align with the City's long-term operational and maintenance strategies. Their continued involvement will help ensure alignment with both regulatory compliance and economic development goals.

DOCUMENTS ATTACHED:

Attachment 1 – Proposed Contract Amendment No. 1

Attachment 2 – Original Contract