



AGENDA REPORT

Public Works

DATE:	June 24, 2025
TO:	Mayor Martinez and Members of the City Council
FROM:	Daniel Chavarria, PE, Director of Public Works Robert Armijo, PE, Deputy Director of Public Works/City Engineer Janney Lockman, AICP, Associate Transportation Planner
Subject:	Contracts for On-Call Construction Management and Inspection Services
FINANCIAL IMPACT:	<p>These contracts authorize as-needed construction management and inspection services in an amount not to exceed \$3,750,000, per firm, for the initial three-year term (July 1, 2025 – June 30, 2028), and \$2,500,000 per firm for the two optional one-year extensions.</p> <p>The total potential commitment per firm is \$6,250,000. Services will be funded through a combination of capital improvement funds, grants, bonds, and other project-specific sources. No additional appropriation is requested at this time. Funding will be identified on a project-by-project basis prior to authorizing work.</p>
PREVIOUS COUNCIL ACTION:	None.
STATEMENT OF THE ISSUE:	City staff members recommend that the City Council approve standing contracts with five (5) firms to provide as-needed construction management and inspection services. These contracts will enable the City to deliver capital and operational projects more efficiently by eliminating the time and expense of selecting consultants on a project-by-project basis.

RECOMMENDED ACTION:	ADOPT a resolution authorizing service contracts with five firms for as-needed construction management and inspection services, in an amount not to exceed \$3,750,000 per firm, over a three-year period from July 1, 2025, through June 30, 2028, with two optional one-year extension years, for a total amount not to exceed \$2,500,000 per firm for the extension period – Public Works Department (Janney Lockman 307-8097/Robert Armijo 620-5477).
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DISCUSSION:

Public Works staff anticipate that approximately 35 capital improvement projects funded by various funds, bonds, and grants, will begin construction over the next three years. These projects will require construction management and inspection services that City of Richmond staff do not have the capacity or ability to complete. Additionally, unscheduled projects may occur during the next three years that will require the use of construction management and inspection services.

As-needed or “on-call” construction management agreements allow the City to provide construction management and inspection services needed for the City’s capital projects in an efficient and timely manner. These agreements eliminate the multi-month process and costs associated with selecting consultants via requests for proposals on a project-by-project basis and streamline project delivery by reducing administrative burden.

On March 7, 2025, the City issued a Request for Qualifications (RFQ) for as-needed construction management and inspection services. The RFQ was posted on the City's BidsOnline System for four weeks and 1,243 firms were notified.

The City received thirteen (13) statements of qualifications (SOQs) in response to this RFQ. The evaluation criteria included:

1. Experience and ability to work with City staff, community groups, and other stakeholders to deliver a successful project.
2. Qualifications of project team and project manager.
3. Organization of the firm availability of resources, technological advancement and innovation, and capability to meet project schedules.
4. Understanding of the nature and extent of the services required; awareness of potential problems and possible solutions; ability to perform on short notice and under time constraints; and cost and quality control procedures.
5. Completeness, clarity, organization, and responsiveness of proposals.

In accordance with the Richmond Business Opportunity Ordinance, firms located in Richmond received five (5) additional points to the overall score.

The five (5) firms that the panel recommended are highly qualified to provide as-needed construction management and inspection services for the City of Richmond for the

anticipated project workload for the next three years (with two additional one-year extension options) (Attachment 1). City staff intends to bring a contract with a sixth firm to City Council for approval at a later date. However, the terms of that potential contract are still being negotiated and staff did not want delay these five contracts.

The five (5) firms recommended for approval at this time are (Attachments 2):

1. mack5
2. Swinerton Management & Consulting
3. Bureau Veritas North America Co.
4. CSG Consultants, Inc.
5. MCK Americas, Inc.

Each service contract is for an amount not-to-exceed \$3,750,000 over a three-year period with two additional one-year extension options. The extension period is limited to \$2,500,000 per firm in total. The Public Works Engineering Division will manage these contracts under the supervision of the City Engineer. The firms hired will provide project bid document review and preparation; pre-bid, pre-award, and post-award services; construction management services and post-construction services; and any other services that may be required or related to the construction of Public Works projects.

City staff recommend that City Council adopt the resolution approving contracts with as-needed construction management firms (Attachment 3). This will enable the City to save time and money when delivering construction projects by eliminating the several-month process and costs associated with selecting consultants via requests for proposals on a project-by-project basis, and support more effective delivery of capital projects that serve Richmond residents.

DOCUMENTS ATTACHED:

Attachment 1 – Rating Matrix

Attachment 2a – Contract with mack5

Attachment 2b – Contract with Swinerton Management & Consulting

Attachment 2c - Contract with Bureau Veritas North America Co.

Attachment 2d - Contract with CSG Consultants, Inc.

Attachment 2e - Contract with MCK Americas, Inc.

Attachment 3 – Resolution As-Needed Construction Management Services