



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Katy Allen

**SUBJECT: MASTER AGREEMENT FOR  
CONSULTANT LAND  
SURVEYING SERVICES**

**DATE:** 02-04-08

Approved

Date

2/6/08

**COUNCIL DISTRICT:** City-Wide

## **RECOMMENDATION**

Approval of the second amendment to the Master Agreement with HMH Engineers for consultant land surveying services for various projects extending the term of the agreement from February 29, 2008 to December 31, 2009 and to modify the rates of compensation, with no increase in total compensation.

## **OUTCOME**

Council approval of this amendment to the Master Agreement will enable the Department of Public Works to provide consistent, timely survey services through periodic peaks in land surveying work.

## **BACKGROUND**

Periodically, Public Works experiences peaks in surveying workload due to unpredictable and non-sustaining fluxes in City land surveying needs. Public Works typically obtains consultant surveying services under a Master Agreement structure to contend with the workload peaks on an as-needed basis.

On May 6, 2006, Council approved an agreement with HMH Engineers in the amount of \$500,000 to provide consultant land surveying services for various projects. The term of this agreement was from May 6, 2006 to December 31, 2007. The agreement was subsequently amended by the City Manager to extend the term until February 29, 2008. Since the Agreement was authorized, only \$42,993 has been expended leaving over \$450,000 remaining in the Agreement.

## **ANALYSIS**

Public Works typically employs consultant surveying services under a Master Agreement structure to contend with the workload peaks. This structure saves the City considerable time

and money, and provides a greater degree of flexibility, than processing separate project-specific agreements.

In 2006, HMH Engineers was selected in accordance with the Council-approved "Qualification Based Consultant Selection (QBCS) Policy for Architectural, Engineering, Environmental, Land Surveying, and Construction Management Consultants, effective 12/07/04". This amended agreement extends the term of the agreement through December 31, 2009 and modifies the rates of compensation, with no increase to the total amount of compensation of \$500,000 and no modification to the scope of services to be performed. This extension will continue the flexibility to respond to the Land Surveying needs of City in a timely fashion at the times when the City Survey Section cannot meet the schedule needs of a City project.

### **EVALUATION AND FOLLOW-UP**

The amended Master Agreement does not allow for an increase in total compensation. The agreement is utilized to maintain the project schedules during the peaks in land surveying workload for the City Survey Section.

### **POLICY ALTERNATIVES**

**Alternative #1:** Perform the Land Surveying services in-house.

**Pros:** Increased work options for current staff

**Cons:** Project schedules would not be met and the additional delays would likely result in increased project costs.

**Reason for not recommending:** The reason for utilizing the on-call services of the consultant surveyor is that during peaks in the workload of the in-house staff, they are unable to complete the work in the time necessary to meet the project schedule.

### **PUBLIC OUTREACH/INTEREST**

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

The approval of this amendment does not meet any of the criteria identified by the Sunshine Reforms Work Plan. The memorandum will be posted on the City's website for the February 26, 2008 Council agenda.

**COORDINATION**

This amendment to the Master Agreement has been coordinated with the City Attorney's Office.

**FISCAL/POLICY ALIGNMENT**

No additional fiscal impact is anticipated due to the amendment of this Master Agreement. Funds are encumbered at the time the individual Service Order is processed.

**COST SUMMARY/IMPLICATIONS**

1. AMOUNT OF RECOMMENDATION: None
  
2. COST OF AGREEMENT:

Agreement	<u>\$500,000</u>
Expenditures through completed Service Orders	(42,993)
<b>Remaining available in agreement</b>	<b>\$457,007</b>
  
3. SOURCE OF FUNDING: Various Capital Funds, encumbered at the time the individual Service Order is processed

**BUDGET REFERENCE**

Expenditures and encumbrances will be charged to capital appropriations identified upon issuance of service orders under this Master Agreement.

**CEQA**

CEQA: Not a project.

  
KATY ALLEN  
Director, Public Works Department

For questions please contact TIMM BORDEN, DEPUTY DIRECTOR, at 408-535-8300.

