



SENT TO COUNCIL: 05-02-06

ITEM: 2.10

Memorandum

To: HONORABLE MAYOR
AND CITY COUNCIL

From: Katy Allen

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

DATE: 04-12-06

Approved

Date

4/17/06

COUNCIL DISTRICT: Citywide

RECOMMENDATION

Approval of a Master Agreement with HMH Engineers for consultant land surveying services for various projects in an amount not to exceed \$500,000 for a term from the date of execution to December 31, 2007.

CEQA: Not a project.

OUTCOME

Approving this Master Agreement will enable the Department of Public Works to provide consistent, timely survey services through periodic peaks in land surveying work, including the Renzel Airfield Improvements 2005 Project during the remainder of FY2005-06 and through FY2006-07.

BACKGROUND

Periodically, Public Works experiences significant peaks in surveying workload due to unpredictable and non-sustaining fluxes in City land surveying needs. To contend with such peaks, Public Works typically employs consultant surveying services under a Master Agreement structure. This structure saves the City considerable time and money, and provides a greater degree of flexibility, than processing separate project-specific agreements.

Public Works has been able to forecast certain peaks in City land surveying needs during the remainder of FY2005-06 and through FY2006-07, including a large survey need for the construction of the Renzel Airfield Improvements 2005 Project. The anticipated level of consultant land surveying services require that an Intermediate-level Master Agreement with a land surveying consultant be developed.

ANALYSIS

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,” staff advertised a Request For Qualifications for this Master Agreement on November 18, 2005. Six consultants submitted a Statement Of Qualifications (SOQ) by the December 14, 2005 due date. A review panel screened these SOQs, awarding points based on each consultant’s experience, approach, and status as a Local and/or Small Business Enterprise. A short list of four consultants was developed based on resulting scores and these consultants were subsequently invited to an interview.

On January 17, 2006, the four short-listed consultants were interviewed and ranked based upon their qualifications, experience, past performance and availability as presented in the interview. The status of each consultant as a Local and/or Small Business Enterprise was also taken into account by the interview panel. The consultant rankings resulting from the process are shown below:

Ranked List Outcome of the QBCS Selection Process

1	HMH Engineers (San José)
2	Geomatics Transportation Services, Inc. (San José)
3	BKF Engineers (San José)
4	Mark Thomas & Co., Inc. (San José)

Pursuant to the establishment of the ranked list, an Intermediate-level (\$500,000) Master Agreement was negotiated and drafted with HMH Engineers, which would begin upon execution in April 2006 and terminate on December 31, 2007. Accordingly, it is recommended that Council approve this agreement as the final step in this process.

PUBLIC OUTREACH

Not applicable.

COORDINATION

This agreement has been coordinated with the Planning, Building and Code Enforcement Department, Finance Department, City Attorney’s Office and City Manager’s Budget Office. The agreement was also coordinated with all labor groups through the Contracting-In Steering Committee.

COST IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: \$500,000

2. COST OF AGREEMENT:

Agreement	<u>\$500,000</u>
Total	\$500,000

3. SOURCE OF FUNDING: Various Capital Funds, encumbered at the time the individual Service Order is processed

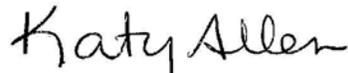
4. FISCAL IMPACT: None

BUDGET REFERENCE

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

CEQA

Not a project.



KATY ALLEN
Director, Public Works Department

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