



STAFF REPORT TO THE CITY COUNCIL

DATE: May 8, 2018

TO: The Mayor and Members of the City Council

SUBMITTED BY: Holly Smyth, Planning Director

SUBJECT: Recommended Pre-Qualified Vendors for Planning-Related Services

RECOMMENDED ACTION:

Adopt a Resolution approving a list of qualified vendors for planning, environmental and technical planning, transportation planning, architecture & urban design, landscape architecture, historic preservation, and fiscal analysis services.

COMMISSION/SUBCOMMITTEE ACTION AND RECOMMENDATION:

None.

FISCAL IMPACT OF RECOMMENDATION:

No funding authorization is being requested for this action, and therefore the recommended actions have no direct fiscal impact. Expenditure authorizations will be requested at the time services are needed and in accordance with the City's purchasing policy and Municipal Code. Awarding of contract services will require future City Council approval, except as allowed under the authority granted by the City Council to the City Manager for approval and execution of contracts under \$100,000. Most services are likely to be required for processing of development projects, which are generally funded by developers as part of their entitlement review process.

DISCUSSION:

The Planning Department consists of one full-time employee and one part-time employee and therefore relies heavily on contract professional services to process and review applications for large-scale projects as well as to prepare long-term planning documents. Often times, the need for these services comes with little notice, and the time to enlist professional services could take upwards of two months (approximately one week to develop a scope of work, 3–4 weeks to advertise the need, and another 2–3 weeks to review proposals and award a contract).

Pre-Qualified Vendors for Planning-Related Services

To reduce multiple Requests for Proposals and shorten the time frame to award contracts, and, to expedite proposed development, the City on February 8, 2018, issued a request for qualifications (RFQ) for professional services, with a response deadline of March 5, 2018. The RFQ requested qualifications for both planning-related and engineering-related services.

By the March 5th deadline, 61 separate planning and engineering companies had submitted their qualifications to the City. The Engineering Department continues to review those companies that have submitted engineering-related qualifications and will submit a list of recommended engineering vendors for City Council's approval at a later date to be determined. Planning Department staff has completed its review of the submitted planning-related responses, identified the type of specific work in which each company is experienced, and determined which firms met the minimum qualifications within the respective fields of expertise, including those firms listed as potential subcontractors for specialty services (e.g., complex environmental evaluation and documentation).

One of the primary goals of the RFQ process is to expedite future selection of vendors for as-needed project-based work. Staff's original intention was to recommend all qualified companies for inclusion on a list of pre-qualified vendors. However, having received far more applications than anticipated, staff recommends that City Council include on the pre-qualification list those firms that Staff deems best qualified and/or most competitive to provide the kind of planning-related services for the types of projects the City anticipates over the next few years. Based on the qualifications received, City staff have further refined the categories of planning-related services listed in the original RFQ by separating out (a) Transportation from other Technical Planning Services, and (b) Landscape Design from Architecture & Urban Design. Staff proposes that the City of Hercules authorize a three-year qualified vendor list with firms that provide these planning-related services to the City of Hercules by adopting a resolution (Attachment 1) which includes a listing of the pre-qualified firms (Attachment 2). This action does not prohibit the City of Hercules from issuing future Request for Proposals if deemed necessary.

For inclusion on the City's final list of pre-qualified vendors, all vendors will need to agree to the terms of the City's standard contract as well as the City's nepotism/cronyism policy, which have been made available to all applicants. A complete set of all responses are on file in the Office of the City Clerk with a summary list provided as Attachment 3.

ATTACHMENTS:

Attachment 1 – Resolution

Attachment 2 – Qualified Planning-Related Vendor List

Attachment 3 – Summary of Responses to Request for Qualifications