



# City of Rialto

## Legislation Details (With Text)

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**Title:** Request City Council to Authorize a "Month-to-Month" Amendment to the Professional Services Agreement with Wallace and Associates and Authorize the Issuance of a Purchase Order in the amount of \$388,000 for "On-Call" Public Works Construction Management and Inspection Services for the First 8 Months of Fiscal Year 2018/2019.  
(ACTION)

**Sponsors:**

**Indexes:**

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**Attachments:** 1. Attachment 1 - PSA, 2. Attachment 2 - Amendment to PSA, 3. Attachment 3 Disclosure Form

Date	Ver.	Action By	Action	Result
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For City Council Meeting [November 27, 2018]

TO: Honorable Mayor and City Council

APPROVAL: Ahmad R. Ansari, Interim City Administrator

FROM: Robert G. Eisenbeisz, P.E., Public Works Director/City Engineer

Request City Council to Authorize a "Month-to-Month" Amendment to the Professional Services Agreement with Wallace and Associates and Authorize the Issuance of a Purchase Order in the amount of \$388,000 for "On-Call" Public Works Construction Management and Inspection Services for the First 8 Months of Fiscal Year 2018/2019.

**(ACTION)**

**BACKGROUND:**

An important function of the Public Works Department is to perform construction management and inspection related to permitted work within the public right-of-way, City-approved private land development projects, and Capital Improvement Program (CIP) projects. The City Engineer has the responsibility to ensure that construction of public improvements meets City standards, in compliance with City-approved plans related to permitted work in the public right-of-way, public improvements for private land development and capital projects.

**ANALYSIS/DISCUSSION:**

The City of Rialto entered into an agreement with Wallace and Associates (Wallace) for "On-Call" Construction Management and Inspection services on October 27, 2015. The term of the agreement was for three (3) years. The three (3) year term of the contract expired on October 26, 2018. A copy of the PSA is included as **Attachment 1**.

At the time of contract expiration, Wallace was providing construction management and inspection services for a number of Capital Improvement and Land Development projects. A halt in receiving services for the ongoing construction activities would result in significant impact to new Development and ongoing Capital projects. **Table 1** is a list of capital projects and **Table 2** is a list of land development projects for which Wallace is currently providing services.

**Table 1**

<b>CIP Projects</b>	<b>Status</b>
Joe Sampson Park Project No. 150303	Nearing Completion
Community Center ADA Improvements Project No. 150305	Construction
Citywide Roof Repair Project No. 180202	Construction
Fire Station 205 Phase I Project No. 170203	Construction

**Table 2**

Land Development Project	Project Title
PPD 2017-0040	LMS Transport
PPD 2017-0049	Chck-Fil-A
PPD 2017-0050	Aldi Market
PPD 2017-0056	642 N. Linden
PPD 2017-0060	Miguel's Jr
PPD 2017-0066	Renaissance East Development
PPD 2017-0066	Renaissance East Development
PPD 2017-0066	Cracker Barrel Pad 1
PPD 2017-0068	CDREP Vineyard Locust
PPD 2017-0076	Amazon LGB7 (formally 2017-0051)
PPD 2017-0077	Wheeler Trucking
PPD 2017-0082	Panattoni (Plan NO. G-1017)
PPD 2017-0085	El Pollo Loco
PPD 2017-0102	Renaissance Bldg 4
PPD 2018-0007	Stewart Development
PPD 2018-0038	IDI Logistics
PPD 2018-0039	Fitzgerald Ave Industrial Bldg
PPD 2077	1836 W. Persimmon St
PPD 2345	Linden Homes
PPD 2345	Prologics Building 7 Electrical
PPD 2394	FedEx Ground Expansion
PPD 2398	Shaw Properties (Laurel Ave Only)
PPD 2400	I-210 Logistics Center III
PPD 2415	Crestwood Corporation (Grading plan G-968)
PPD 2415	Crestwood Communities TR19977
PPD 2415	Crestwood TR19977 (ENG-0618)
PPD 2420	Solomon Colors Inc
PPD 2420	Solomon Colors Inc
PPD 2423	2 Single Family Home
PPD 2424	Truck & Trailer Storage
PPD 2428	Renaissance Marketplace- Lewis Retail Center

Land Development Project	Project Title
PPD 2428	Renaissance Marketplace
PPD 2434	Prologis Building I-210
PPD 2435	Prologis Building 7
PPD 2435	Prologis Building 7
PPD 2435	Prologis Bldg 7
PPD 2444	TR 20009 33 Single Family lot subdivision
PPD 2444	TR 20009 33 Single Family lot subdivision
PPD 2444	TR 200000933 Single Family lot subdivision
PPD 2445	Casmalia Investment & Dev.Tract 19916
PPD 2453	Proficiency Capital LLC (3 Warehouses)
PPD 2457	4 Plex Rialto Project
PPD 2502	CDRE Warehouse
PPD 2502	CDRE Warehouse

### Construction Inspector Recruitment

The City has advertised recruitment for the position of construction inspector, with the first round of interviews held on November 21, 2018. The primary duties of the construction inspector will initially consist of encroachment permit inspection for work in the public right-of-way. The City anticipates hiring the new staff member as soon as early January but no later than mid-February (dependent on the background process) allowing a transition process from consultant to the City employee. In addition, the City has started the recruitment for a Senior Construction Inspector position that will assume more of the ongoing inspection duties currently provided by outside consultants.

### Request for Proposals - "On-call" Inspections for CIP and Development projects

City staff is preparing a Request for Proposals (RFP) for on-call professional services related to Construction Management, Inspection, and Testing services and anticipates having advertising the RFP by late November of 2018. The scope of services will consist of Construction Management, Inspection, and Testing Services in support of various CIP and Land Development projects and the tentative schedule for award of the related Professional Services Agreement is as follows:

Notice requesting Proposals posted and issued . . . . . Monday, November 26, 2018  
 Deadline for receipt of questions . . . . . Monday, December 10, 2018, 3:00 P.M.  
 Deadline for receipt of proposals . . . . . Monday, December 17, 2018, 3:00 P.M.  
 Contract awarded by City Council . . . . . Tuesday, February 26, 2018

Staff has prepared an amendment to the PSA with Wallace & Associates to extend the agreement term on a month-to-month basis through March 1, 2019. A copy of the proposed amendment to the PSA with Wallace & Associates is included as **Attachment 2**.

### ENVIRONMENTAL IMPACT:

The requested City Council action is not a "Project" as defined by the California Environmental

Quality Act (CEQA). Pursuant to Section 15378(a), a “Project” means the whole of an action, which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. According to Section 15378(b), a Project does not include: (5) Organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment.

#### **GENERAL PLAN CONSISTENCY:**

This action is consistent with Guiding Principle 3A in the General Plan:

*Our City government will lead by example, and will operate in an open, transparent, and responsive manner that meets the needs of the citizens and is a good place to do business.*

#### **LEGAL REVIEW:**

The City Attorney has reviewed and approved the staff report and Amendment to the PSA.

#### **FINANCIAL IMPACT:**

##### **Operating Budget Impact - Development**

With ongoing development activity, the City requires Wallace to perform inspection services for private development projects. Staff estimates total costs for these services to be approximately \$388,000 for the first 8 months of FY 2018/2019, consisting of \$172,628 for services already provided and an estimated \$215,372 for services that will be provided through March 1, 2018. The City is actively recruiting for a full time construction inspector and anticipates transitioning from consultant staff to City staff; however, staff anticipates that there will likely be a continuing need for Consultant services considering the current pace of development. Funds are budgeted and available in General Fund Account No. 010-500-7262-2011 for the requested Purchase Orders with Wallace.

Implementation of the “on-call” agreement for development permits is on a “pass-through” basis, whereby the City collects inspection fees sufficient to cover the inspection fees paid to the consultant. Upon receipt of payment from an applicant, inspection fees for inspection are recognized in General Fund- Engineering Services Account No. 010-400-7262-7613/7614/7652. These revenues will offset the expenditure for inspection services to be paid from the General Fund- Engineering Services Account No. 010-500-7262-2011.

##### **Capital Budget Impact**

The costs for the proposed services related to the capital projects identified in **Table 1** are charged to each individual capital project account.

##### **Licensing**

Prior to execution of the Professional Service Agreement and associated Purchase Orders, the vendor shall submit a business license application and pay a Business License tax at the Professional Service rate of \$388.

#### **RECOMMENDATION:**

Staff recommends that the City Council:

- Approve a Month-to-Month Amendment to the Professional Services Agreement with Wallace and Associates for the first 8 months of Fiscal Year 2018/2019.
- Authorize the Issuance of a Purchase Order in the amount of \$388,000 for “On-Call” Public Works Construction Management and Inspection services.