



# City of Rialto

## Legislation Details (With Text)

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**Title:** Request City Council to Approve a Second Amendment to the Professional Services Agreement with LRS Program Delivery, Inc. for Capital Project Program Management Services in the Additional Not-to-Exceed Amount of \$38,500.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. PSA 2 Amendment LRS.pdf, 2. EXHIBIT 'A' LRS PROPOSAL, 3. Disclosure Form

Date	Ver.	Action By	Action	Result
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For City Council Meeting [September 10, 2019]

TO: Honorable Mayor and City Council

APPROVAL: Rod Foster, City Administrator

FROM: Sean Grayson, Acting Public Works Director

Request City Council to Approve a Second Amendment to the Professional Services Agreement with LRS Program Delivery, Inc. for Capital Project Program Management Services in the Additional Not-to-Exceed Amount of \$38,500.

### **BACKGROUND**

One of the important functions of the Public Works Department is to perform Program Management related to the City's capital improvement projects. Capital Improvement projects require program management support for reviewing existing needs, establishing scope of projects, use of available resources, and providing project management support for projects delivered by the program. The requested amendment will provide an additional 13 months of support services to further improve the Public Works capital program/project management process, including updates to the Program/Project Management Handbook, Workload Estimating Tools, multi-year staffing forecast model, CIP Project Management Database, and Quarterly Program Status Reports.

On November 16, 2017, staff entered into a professional services agreement with LRS Program Delivery, Inc. (LRS) for \$15,000 under the authority of the City Administrator to assess the City's existing project delivery methods and processes, identifying areas for improvement in the delivery process, project tracking, and project reporting. On February 27, 2018, the City Council approved the first amendment with LRS for additional capital project program management services in the amount of \$80,000, for a cumulative contract amount of \$95,000.

## **ANALYSIS/DISCUSSION**

LRS has successfully completed the following tasks:

- Task 1: Develop Template Flowchart & Gantt Chart for CIP Projects;
- Task 2: Develop Workload Estimating Norm (WEN);
- Task 3: Develop template for project authorization form and project fact sheets.
- Task 4: Define Key Performance Indicators (KPIs);
- Task 5: Conduct training on project workplan development, project authorization form, project fact sheet, and KPIs.
- Task 6: Support for the preparation of the 5-Year Capital Improvement Program (CIP)
- Task 7: Support the development of the CIP Project Management Database and template for reports to the City Council.
- Task 9: Develop a Program/Project Management Handbook and Conduct Implementation Training.
- Task 10: 12 months of general program/project management consulting to support the deployment and refinement of the improvement initiatives.

LRS began Task 8: Support the Development of Policy and Guidelines for Broadened Architecture & Engineering Consultant Procurement; however, this task was temporarily deferred pending final policy direction on staffing the CIP program.

The Second Amendment will:

- Extend the performance period of Task 8, Support the Development of Policy and Guidelines for Broadened Architecture & Engineering Consultant Procurement, at no additional cost;
- Update the Program/Project Management Handbook; and
- Provide additional 13 months (from June 2019 through June 2020) of support services in general program/project management improvement.

The proposed Second Amendment with LRS is included as **Attachment 1**. LRS has completed the Disclosure form required pursuant to Rialto Municipal Code Section 2.48.145 included herewith as **Attachment 2**.

The services provided are complementary to the performance assessment currently being performed by Harvey Rose of the Public Works Department. LRS work product has been provide to Harvey Rose to include in the assessment process.

## **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 supports this staff report and second amendment to the professional services agreement.

### **FINANCIAL IMPACT**

#### **Operating Budget Impact**

The proposed amendment is for not-to-exceed amount of \$38,500. Budget is available in General Fund Engineering Capital Account Number 010-500-7265-2011.

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

This action will not affect the capital budget.

#### **Licensing**

Prior to execution of the Professional Service Agreement/Purchase Order/Construction Contract, the vendor shall submit a business license application and pay a Business License tax at the rate of \$79, as well as Administration and State fees.

### **RECOMMENDATION**

Staff recommends that the City Council approve a Second Amendment to the Professional Services Agreement with LRS Program Delivery, Inc. for Program Management Services in the not-to-exceed amount of \$38,500.