



Staff Report

TO: City Council
FROM: Robert L. Vestal, Public Works Director
DATE: January 21, 2025
SUBJECT: Award a Professional Services Agreement for Staff Augmentation and Project Management Services

Description Award a Professional Services Agreement to NV5 Inc.

Background and Analysis:

The City of Beaumont Public Works Department manages an extensive Capital Improvement Program (CIP) for design and construction of City sponsored projects. In order to effectively manage the project volume, the City uses consultants to support staff. The Public Works Department currently uses Z&K for in-house staff augmentation; however this contract will soon be completed and therefore a new contract is needed. The City also uses Transtech for project management services on specific projects, however these services are performed externally and do not provide in-house staff augmentation for the critical staffing support needed.

On October 16, 2024, the City issued a Request for Proposals (RFP) for staff augmentation and project management services for the CIP program. Highlights of the requested scope of services include the following:

- Staff augmentation of up to two staff full time
- Project management services for management of professional services contracts
- Construction management services for management of public works construction contracts

On November 20, 2024, the City received three (3) proposals. Each firm was evaluated by a four-person panel consisting of staff from public works, procurement, and community development, based on the following criteria:

- Understanding of the Scope of Services (10%)
- Demonstrated Professional Skills and Credentials (20%)
- Related Experience and Previous Projects (20%)
- Proposed Approach to Performing the Services (30%)

- Ability and Available Resources to perform the required services (20%)

The following is a summary of the ranking (0-100) of the three firms:

1. NV5 Inc. - 83
2. TKE – 82.5
3. Z&K – 79.3

Based on evaluations and scoring, staff is recommending awarding a contract to NV5 Inc. NV5 demonstrated the most experience, responsiveness, and ability to provide the requested services. NV5 will replace Z&K, who are currently providing staff augmentation services.

The City currently has one additional active contract with NV5 to provide on-call plan checking, inspection, and survey services for an annual amount of \$215,000. This contract currently has a balance of two hundred and thirty-eight dollars (\$238) remaining on the contract.

Fiscal Impact:

The cost to prepare this staff report is estimated to be \$400.

Fees for services will be paid in accordance with the rates provided in the proposal. All fees will be paid from approved CIP projects. Annual limits per funding year are outlined in the contract as follows:

- Funding Year 24/25: Three hundred and fifty thousand dollars (\$350,000)
- Funding year 25/26: Seven hundred thousand dollars (\$700,000)
- Funding Year 26/27: Seven hundred thousand dollars (\$700,000)

Recommended Action:

Award a Professional Services Agreement to NV5 for Staff Augmentation and Project Management Services for a three-year term in an amount not to exceed \$1,750,000 with respect to the funding year breakdown included in the contract and authorize the Mayor to sign.

Attachments:

- A. Professional Services Agreement – NV5
- B. Proposal and Rate Sheet – NV5
- C. Levine Act Statement – NV5