



Office of the City Manager

CONSENT CALENDAR
December 12, 2023

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: LaTanya Bellow, Deputy City Manager; Interim Director, Public Works
 Subject: Contract No. 32300110 Amendment: SCI Consulting Group for On-Call Civil Engineering Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32300110 with SCI Consulting Group to increase the spending authority by \$150,000 for a total not to exceed \$300,000.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the contract amendment to increase the spending authority by \$150,000, for a total not to exceed \$300,000, is available in the FY 2024 budget in the Clean Stormwater Fund (616). Additional funding for this on-call contract is subject to appropriation in FY 2024 through FY 2026 based on the department's needs for civil engineering services.

CURRENT SITUATION AND ITS EFFECTS

For certain capital improvement programs to move forward, Public Works staff rely on outside civil engineering consultants. There is a need for civil engineering services for assessment districts; designing streets, storm drains, green infrastructure, and sidewalk projects; and these projects' construction management and inspection.

On September 20, 2022, City Council authorized a contract with SCI Consulting Group (SCI) for a not to exceed amount of \$150,000 by Resolution No. 70,541-N.S.

From November 1, 2022 to September 1, 2023, task orders for on-call engineering services have been authorized to SCI for approximately 76% of their total contract amount. The scope of work has included Street Light Assessment District and Clean Storm Fee Administration, Proposition 218 proceedings, and an impact fee nexus study. There is a continuing need for on-call services over the next 2 years for assessment district administration. In order to continue providing existing services, staff proposes amending the contract for SCI for increased expenditure authority. If this contract is not amended, the City will be unable to continue using their services when the not-to-exceed amount is depleted.

The provided services support the Strategic Plan goal to provide state-of-the-art, well-maintained infrastructure, amenities, and facilities.

BACKGROUND

Public Works Engineering Division is experiencing significantly increased workloads, resulting from staff vacancies, deferred maintenance, ongoing capital projects, and Measure T1 projects. The City has used civil engineering consultants in the past to design and manage projects. These include situations in which the nature of the work is specialized such as assessment districts, paving, drainage, and green infrastructure for design, permitting, construction administration, and inspections. On-call contracts provide professional design, engineering, and construction management services when needed and reduce the urgency and need for hiring additional staff.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no negative environmental effects of this action. This contract will help ensure proper administration of assessments and successful completion of capital improvement projects including green infrastructure projects.

RATIONALE FOR RECOMMENDATION

SCI Consulting Group has particular expertise in administration of assessments, fees and special taxes for public agencies. The City has insufficient staffing and resources to properly administer these items. Amending this contract will assist the City in proceeding with required annual administration.

ALTERNATIVE ACTIONS CONSIDERED

Council could choose not to amend this contract, in which case, the progress of planned capital improvement projects funded by these assessments and fees would be delayed and existing services would be affected.

CONTACT PERSON

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Attachment:
1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32300110 AMENDMENT: SCI CONSULTING GROUP FOR ON-
CALL CIVIL ENGINEERING SERVICES

WHEREAS, on September 20, 2022 by Resolution No. 70,541-N.S., the City Council authorized Contract No. 32300110 with SCI Consulting Group for on-call civil engineering services, in an amount not to exceed \$150,000 for a three-year period expiring December 31, 2025; and

WHEREAS, the City does not have sufficient in-house resources to perform the volume of necessary civil engineering services within the next two years; and

WHEREAS, the City needs to retain on-call civil engineering services for various Public Works projects including multiple projects generated by the passage of the Measure T1 Infrastructure & Facilities GO Bond and for staff augmentation services; and

WHEREAS, funds are available from the Clean Stormwater Fund 616 in the FY 2024 budget, and will be allocated from each fiscal year's capital budget based on each project or program.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to the Contract No. 32300110 with SCI Consulting Group for on-call civil engineering services increasing the amount by \$150,000 for a total not to exceed \$300,000. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.

