

CITY OF NAPA CITY COUNCIL  
**AGENDA REPORT**

CONSENT CALENDAR  
AGENDA ITEM 5.B.  
Date: May 19, 2015

To: Honorable Mayor and Members of City Council  
From: Jacques R. LaRochelle, Public Works Director  
Prepared by: Mark Tomko, Senior Civil Engineer  
Subject: Contracts for On-Call Construction Inspection/Management Services

**ISSUE STATEMENT:**

Approve agreements with: 1) Parsons Brinckerhoff, Inc., 2) Caltrop Corporation, and 3) Ghirardelli Associates, Inc. for on-call Construction Inspection/Management Services, each in an amount not to exceed \$250,000; authorize the Public Works Director to execute the agreements; and determine that the agreements are not subject to CEQA.

**DISCUSSION:**

The Construction Division of Public Works inspects and manages Capital Improvement Projects (CIP), Development Projects, and Encroachment Permits. On-call contracts have been used in the past to supplement staff due to the fact that construction inspection and management workload often exceeds available staffing. When construction inspection/management services exceed the capacity of City staff, a Task Order will be issued to provide construction inspection/management services on a project-by-project basis.

On March 5, 2015, a Request for Proposals was sent out to over 30 firms. In response, the City received 12 proposals, several were from firms that specialize in Construction Management in Northern California. The selection team consisted of Eric Whan (Deputy Public Works Director – Engineering), Mark Tomko (Senior Civil Engineer - Construction), Joe Carrion (Construction Inspector - Construction), and Neil Mathiesen (Junior Engineer - Construction). Teams were evaluated based on criteria detailed in the Request for Proposals including: Consultant Experience (35 points), Contract Understanding (20 points), Firm’s Capabilities (30 points), and Office Location (15 points) for a total of 100 points. To provide a better opportunity for local firms, the selection criteria provided a 5% advantage to firms with offices located in the County of Napa. One local firm provided a proposal but did not score in the top half of the proposals submitted.

After scoring the proposals, the final ranking was determined based on averaging the scores from the selection team:

RANKING	SCORE	FIRM
1	88	Parsons Brinckerhoff, Inc.
2	84	Caltrop Corporation
3	83	Ghirardelli Associates
4	82	Coastland Civil Engineering, Inc.
5	78	GHD, Inc.
6	77	4Leaf, Inc.
7	74	Wildan Engineering
8	71	Anchor Engineering, Inc.
9	70	Chaudhary & Associates, Inc. (Local Firm)
10	70	Drake Haglan & Associates, Inc.
11	64	Pavement Engineering Inc.
12	64	Sharp Inspection Group Inc.

Those firms that submitted proposals and scored near the top specialize in Construction Management Services and clearly demonstrated relevant experience as well as the capability to meet the expectations specified in the Request for Proposals. The three firms selected, Parsons Brinckerhoff, Inc., Caltrop Corporation, and Ghirardelli Associates, Inc., are construction inspection/management firms and demonstrated significant qualified experience, staff, and resources resulting in a top ranking. All three firms have worked on projects in the City of Napa and have extensive experience that has increased their ability to efficiently and skillfully provide On-Call Construction Inspection/Management Services. All three firms also demonstrated that they are currently providing On-Call Construction Inspection/Management Services to many cities and municipalities in Northern California.

Staff recommends that the On-Call Construction Inspection/Management Services Contract be awarded to three companies: Parsons Brinckerhoff, Inc., Caltrop Corporation, and Ghirardelli Associates, Inc.

**FINANCIAL IMPACTS:**

There is no funding required for the proposed action. Consultants will be issued task orders whereby assigned work will be charged against specific capital improvement project accounts, development project accounts, encroachment permit accounts, and the Construction Division budget (43131-53201) as necessary. Total expenditures are not to exceed \$250,000 to each firm over the two and one-half years of this agreement.

**CEQA:**

The Public Works Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

1. Attachment 1: Agreement with Parsons Brinckerhoff, Inc.
2. Attachment 2: Agreement with Caltrop Corporation.

3. Attachment 3: Agreement with Ghirardelli Associates, Inc.

**NOTIFICATION:**

None.

**RECOMMENDED ACTION:**

Staff recommends that the City Council move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

1. Approve an agreement with Parsons Brinckerhoff, Inc. for On-Call Construction Inspection/Management Services in an amount not to exceed \$250,000, and authorize the Public Works Director to execute the agreement.
2. Approve an agreement with Caltrop Corporation for On-Call Construction Inspection/Management Services in an amount not to exceed \$250,000, and authorize the Public Works Director to execute the agreement.
3. Approve an agreement with Ghirardelli Associates, Inc. for On-Call Construction Inspection/Management Services in an amount not to exceed \$250,000, and authorize the Public Works Director to execute the agreement.