



## PUBLIC WORKS DEPARTMENT

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### CITY COUNCIL STAFF REPORT

Meeting: October 18, 2022

#### Subject

Consider approval and authorize the City Manager to execute a Master Agreement between the City of Cupertino and BKF Engineers, Inc. to provide civil engineering services on various Capital Improvement Programs (CIP) projects.

#### Recommended Action

Approve a Master Agreement between the City of Cupertino and BKF Engineers, Inc. and authorize the City Manager to execute a Master Agreement in an amount not-to-exceed \$500,000 for a term of three years with an option to extend the agreement for an additional period of up to two years.

#### Background

Anticipating the need for on-call civil engineering services, a qualifications-based selection process was conducted in October 2021 in accordance with State and City codes. In response to a Request for Qualifications issued by the City, 15 Statements of Qualification (SOQ) were received from firms within the Bay Area. The SOQs were evaluated for relevant skills and experience, resulting in a list of 13 qualified consultants. This list is typically retained for a period of two years, during which time consultants may be selected for specific contracts.

Fiscal Year 2022/2023 includes CIP projects that are funded for design and construction. Civil engineering services through these qualified consultants are needed to complete CIP projects effectively and efficiently.

#### Discussion

Staff recommends BKF Engineers be awarded a Master Agreement due to their experience with design of public right-of-way infrastructure, their depth and breadth of skills, accessibility of the firm and knowledge of CIP requirements and practices. Additionally, BKF Engineers has provided quality professional engineering services on previous CIP projects. The recommended Master Agreement will allow staff to utilize civil engineering services on an as-needed basis to support the delivery of CIP projects, the first of which will be engineering work in support of the Pumpkin-Fiesta Storm Drain

Phase 2 project. Expenses associated with this project engineering will come from the project budget.

The Master Agreement defines a maximum compensation to be authorized under the agreement. No funds are encumbered by the Master Agreement. Project specific services are authorized on a project-by-project basis by the issuance of a Service Order, and those services are funded directly from the appropriate project budget. There is no fiscal impact caused by approving the recommended agreement.

The execution of the proposed Master Agreement enables staff to deliver capital projects in the most effective and efficient manner.

Sustainability Impact

No sustainability impact.

Fiscal Impact

There is no fiscal impact caused by approving the recommended agreement and no additional appropriation is required for this action. Subject to Council approval of the Master Agreement between the City and BKF Engineers, the requisite funds will be encumbered from each CIP project budget in which services are provided.

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Prepared by: Ryan Do, Project Manager

Reviewed by: Matt Morley, Director of Public Works

Approved for Submission by: Pamela Wu, City Manager

Attachment:

A – Draft Agreement BKF Engineers