



PUBLIC WORKS DEPARTMENT

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CITY COUNCIL STAFF REPORT

Meeting: March 16, 2021

Subject

Approval of a Master Agreement between the City of Cupertino and Mesiti-Miller Engineering, Inc. (MME) to provide civil engineering services on various Capital Improvement Projects (CIP).

Recommended Actions

Authorize the City Manager to execute a Master Agreement between the City of Cupertino and MME, Inc. in the amount not-to-exceed \$300,000 for a term of approximately three years.

Discussion

The recommended Master Agreement will allow staff to utilize civil engineering design resources on an as-needed basis to support the delivery of capital projects.

The CIP for Fiscal Year 2020/21 includes numerous projects that are funded for design and construction. Civil engineering services will be needed to effectively carry out the current and next Fiscal Year's CIP.

Anticipating the need for on-call civil engineering services, a qualifications-based selection process was conducted in October 2019, per State and City codes. In response to a Request for Qualifications issued by the City, four Statements of Qualifications (SOQ) were received from firms within the Bay Area. The SOQ's were evaluated for relevant skill and experience, resulting in a list of four qualified consultants.

It is recommended that the Master Agreement be awarded to MME Engineering, Inc. 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.

The Master Agreement defines maximum compensation 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. In this way, costs for civil engineering design services for any given project are charged to the relevant project, for which funds are already appropriated in each project budget.

Through the proposed Master Agreement, Public Works Project Managers can quickly bring required engineering personnel onto a project team as needed, enabling staff to efficiently deliver capital projects.

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 Agreements between the City and MME Inc., the requisite funds will be encumbered from each CIP budget in which services are provided.

Prepared by: Evelyn Moran, Public Works Project Manager

Reviewed by: Susan Michael, Interim Capital Improvement Program Manager
Roger Lee, Director of Public Works Department

Approved for Submission by: Dianne Thompson, Assistant City Manager

Attachments:

A – Draft Master Agreement