



PUBLIC WORKS DEPARTMENT

CITY HALL

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

TELEPHONE: (408) 777-3354 www.cupertino.org

CITY COUNCIL STAFF REPORT

Meeting: September 6, 2016

Subject

Master Agreement between the City of Cupertino and HMH Engineering, Inc. (HMH) to provide civil engineering services on various Capital Improvement Projects.

Recommended Actions

Approve a Master Agreement between the City of Cupertino and HMH in the amount not to exceed \$1,000,000 for a term of approximately two years.

Description

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.

Background

In accordance with City policy, staffing for the City is maintained at a lean level. The City relies on external resources to augment the city staff when needed. The projects in the City's current 5-year Capital Improvement Program (CIP) exceed the capacity of internal staff to perform all aspects of project management.

The CIP for fiscal years 2016/17 through 2017/18 include numerous projects that are funded for design and construction. Civil engineering services will be needed to effectively and efficiently carry out the current and next fiscal year CIPs.

Discussion

Anticipating the need for on-call civil engineering services, staff completed a qualifications-based selection (QBS) process in July 2015, in accordance with State and City codes. In response to a Request for Qualifications issued by the City, 11 Statements of Qualification were received from firms within the Bay Area, which were evaluated for relevant skills and experience, resulting in a list of 10 qualified consultants.

Staff recommends that HMH Engineering, Inc. be awarded a master agreement. HMH was selected for their experience with the design of public right of way infrastructure,

depth and breadth of skills, accessibility of the firm, and knowledge of CIP requirements and practices.

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. In this way, the 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. There is no fiscal impact caused by approving the recommended agreement.

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

Sustainability Impact

Not applicable

Fiscal Impact

No appropriation is required for this action. Subject to Council approval of this Master Agreement between the City and HMM, the requisite funds will be encumbered from each CIP project budget.

Prepared by: John Raaymakers, Public Works Project Manager

Reviewed by: Timm Borden, Director of Public Works Department

Approved for Submission by: David Brandt, City Manager

Attachments:

A – Draft Master Agreement for Civil Engineering Services with HMM Engineering, Inc.