



**PUBLIC WORKS DEPARTMENT**

CITY HALL

10300 TORRE AVENUE • CUPERTINO, CA 95014-3255

TELEPHONE: (408) 777-3354 [www.cupertino.org](http://www.cupertino.org)

**CITY COUNCIL STAFF REPORT**

Meeting: May 1, 2018

Subject

Master Agreement between the City of Cupertino and Bellecci & Associates to provide civil engineering services on various Bicycle Transportation Improvement Projects.

Recommended Action

Authorize the City Manager to execute a Master Agreement between the City of Cupertino and Bellecci & Associates in the amount not to exceed \$600,000 for a term of two years with the option to extend for additional time in accordance with contract terms.

Description

The recommended Master Agreement will allow staff to utilize civil engineering design resources on an as-needed basis to support the delivery of various bicycle transportation improvement projects funded within the current Capital Improvement Program (CIP).

Background

The City relies on consultant resources for the design of capital projects. The CIP for fiscal years 2017/18 through 2018/19 include numerous Bicycle Transportation Plan-related projects that are funded for design and construction. Civil engineering services will be needed to effectively and efficiently carry out the design of these projects.

Discussion

Anticipating the need for on-call civil engineering services for bicycle transportation improvement projects, staff completed a qualifications-based selection (QBS) process in March 2018 in accordance with State and City codes. In response to a Request for Qualifications issued by the City, six Statements of Qualification were received from firms within the Bay Area, which were evaluated for relevant skills and experience, resulting in a list of six qualified consultants.

Staff recommends that Bellecci & Associates be awarded a master agreement. Bellecci & Associates was selected for their experience with the design of public right of way infrastructure related to bicycle facilities, 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 Bellecci & Associates, the requisite funds will be encumbered from each CIP project budget.

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Prepared by: David Stillman, Transportation Manager

Reviewed by: Timm Borden, Director of Public Works Department

Approved for Submission by: David Brandt, City Manager

Attachments:

A – Draft Master Agreement