



PUBLIC WORKS DEPARTMENT

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CITY COUNCIL STAFF REPORT

Meeting: October 6, 2020

Subject

Approval of a Master Agreement between the City of Cupertino and 4Leaf, Inc. and a separate Master Agreement between the City of Cupertino and CSG Consultants, Inc., to provide construction management services on various Capital Improvement Program (CIP) projects.

Recommended Action

- 1) Authorize the City Manager to execute a Master Agreement between the City of Cupertino and 4Leaf, Inc. in the amount not to exceed \$500,000 for a term of approximately two years; and
- 2) Authorize the City Manager to execute a Master Agreement between the City of Cupertino and CSG Consultants, Inc. in the amount not to exceed \$500,000 for a term of approximately two years.

Description

The recommended Master Agreements will allow staff to utilize construction management resources on an as-needed basis to support the delivery of CIP projects.

Background

Anticipating the need for on-call construction management services, staff completed a qualifications-based selection process in March in accordance with State and City public contract codes. In response to a request for qualifications issued by the City on January 8, 2020, twelve Statements of Qualification (SOQ) were received from firms within the Bay Area, which were evaluated for relevant skills and experience. However, one firm did not formally accept the City of Cupertino (City) requirements for indemnification and insurance coverage and was disqualified, which resulted in a list of eleven qualified consultants.

The City's CIP projects are generally in the public right-of-way (e.g. sidewalk installation, bike lanes, storm drainage, paving, and traffic signal work) or at publicly owned facilities, such as parks and civic buildings. Based on the SOQs received, each firm's experience and strength typically focused on one of these two types of projects.

The selected firms were chosen based on the range of experience in overseeing construction of these types of public infrastructure projects.

Discussion

Staff recommends that 4Leaf, Inc. (4Leaf) and CSG Consultants, Inc. (CSG) each be awarded a master agreement. Both 4Leaf and CSG were identified as the best fit to manage several public right-of-way construction projects in the next two years. 4Leaf has consistently provided plan review services for the Community Development Department since 2014 and has extensive experience performing construction management services for several municipalities in the Bay Area. CSG has provided reliable construction management services to the City since March of 2016. Both firms were selected based on relevant experience, depth and breadth of skills, and accessibility of the firm.

The Master Agreements establish a menu of typical services performed for the administration and management of construction contracts and define a maximum authorized compensation. No funds are encumbered by the Master Agreements. Project-specific services are authorized on a project-by-project basis by the issuance of a Service Order, and are funded directly from the appropriate project budget. In this way, the costs for construction management services for any given project are charged to a specific project, with funds previously approved and allocated in each project budget. There is no fiscal impact caused by approving the recommended Master Agreements.

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

Sustainability Impact

No sustainability impact

Fiscal Impact

No fiscal impact. No additional appropriation is required for this action. Subject to Council approval of the Master Agreements between the City and 4leaf, Inc. and the City and CSG Consulting, Inc., the requisite funds will be encumbered from each CIP project budget.

Prepared by: Chad Mosley, Assistant Director of Public Works

Reviewed by: Roger Lee, Director of Public Works

Approved for Submission by: Dianne Thompson, Assistant City Manager

Attachments:

A - Draft Master Agreement for Construction Management Services with 4Leaf, Inc.

B - Draft Master Agreement for Construction Management Services with CSG Consultants, Inc.