



**CONSENT CALENDAR**

**Agenda Item # 3**

**AGENDA REPORT SUMMARY**

**Meeting Date:** June 25, 2019

**Subject:** Contract Amendment: Professional Services Agreement with Municipal Resource Group, LLC for Engineering Support

**Prepared by:** Aida Fairman, Interim Engineering Services Director

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

None

**Initiated by:**

Staff

**Previous Council Consideration:**

Not applicable

**Fiscal Impact:**

\$35,000. Sufficient funds are available in the Engineering Services Department Budget.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

None

**Summary:**

- Assistance for the Engineering Services Department is needed while several open positions remain unfilled
- Municipal Resource Group has been satisfactorily assisting the City with project management and various tasks since February 7, 2019

**Staff Recommendation:**

Authorize the City Manager to execute an amendment on behalf of the City with Municipal Resource Group, LLC in an amount not to exceed \$35,000 to provide additional consulting services for the Engineering Services Department

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**Reviewed By:**

City Manager

CJ

City Attorney

CD

Finance Director

SE

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**Subject:** Contract Amendment: Professional Services Agreement with Municipal Resource Group, LLC for Engineering Support

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### **Purpose**

Contract amendment for additional consulting services for the Engineering Services Department.

### **Background**

The Engineering Services Department currently has a staffing shortage after the departure of the Department Director, Engineering Services Manager, Transportation Services Manager, Project Manager, and Assistant Civil Engineer in the past eight months. The Department has obtained consulting firms/staff to assist in various tasks. An agreement with Municipal Resource Group, LLC was executed on February 7, 2019 in the amount of \$67,500. Amendment No. 1 to the agreement was executed on June 5, 2019 in the amount of \$7,400. The Council is asked to approve Amendment No. 2 for an amount not to exceed \$35,000.

### **Discussion/Analysis**

Municipal Resource Group has been satisfactorily assisting the City with project management and various tasks such as development and implementation of the Capital Improvement Plan and negotiations for a new solid waste agreement. The original contract was executed on February 7, 2019. Assistance for the Engineering Services Department continues to be needed at this time as several open positions have not yet been filled.

### **Options**

- 1) Authorize the City Manager to execute the amendment to the agreement with Municipal Resource Group, LLC for the additional services in an amount not to exceed \$35,000. This would bring the total compensation of the Municipal Resource Group pursuant to its Professional Services Agreement with the City to an amount not to exceed \$109,900

**Advantages:** Assistance is needed to support the Solid Waste program, the Los Altos Community Center project, and other tasks

**Disadvantages:** None

- 2) Do not execute the amendment to the agreement with Municipal Resource Group

**Advantages:** None

**Disadvantages:** Staff may have too many high-priority items to manage effectively without support

### **Recommendation**

The staff recommends Option 1.

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