



CONSENT CALENDAR

Agenda Item # 6

AGENDA REPORT SUMMARY

Meeting Date: October 12, 2021

Subject: Professional Services Agreement with Bellecci & Associates, Inc. for Various Engineering Tasks

Prepared by: Andrea Trese, Associate Civil Engineer

Reviewed by: Aida Fairman, Engineering Services Manager
James Sandoval, Engineering Services Director

Approved by: Jon Maginot, Deputy City Manager

Attachment:

None

Initiated by:

Staff

Previous Council Consideration:

None

Fiscal Impact:

The Professional Services Agreement will be in the not-to-exceed amount of \$70,000 for FY 2021-2022.

- Also requesting authorization to execute an amendment to the agreement in the amount of an additional \$70,000 each year for up to five years beginning FY 2019-2020 (i.e., through FY 2023-2024)
- The proposed amendment for FY 2022-2023 will cause the total contract value to exceed the \$75,000 limit, which requires authorization by Council
- The funds for this Agreement for FY 2021-2022 are already included in the approved Engineering Services Department Operating Budget for FY 2021-2022

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

None

Summary:

- This Agreement would provide funds for various engineering tasks and for assistance with this year's construction site stormwater pollution prevention inspections

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JE



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- Staff anticipates similar needs for assistance with such tasks on an annual basis in upcoming years and is requesting authorization to execute this agreement for FY 2021-2022 as well as authorization for a future amendment each year, if needed, to continue with an additional \$70,000 annually from FY 2022-2023 through FY 2023-2024

Staff Recommendation:

Authorize the City Manager to execute an Agreement with Bellecci and Associates, Inc. in the amount of \$70,000 for consulting and support services for various engineering tasks for FY 2021-2022 and to execute future Amendments to that Agreement in the amount of an additional \$70,000 annually for FY 2022-2023 and FY 2023-2024



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Purpose

Authorize the City Manager to execute an Agreement with Bellecci and Associates, Inc. in the amount of \$70,000 for consulting and support services for various engineering tasks for FY 2021-2022 and to execute future Amendments to that Agreement in the amount of an additional \$70,000 annually for FY 2022-2023 and FY 2023-2024.

Background

On June 9, 2020, the City entered into an agreement with Bellecci & Associates, Inc. for Various Engineering Services in the amount of \$30,000. Earlier in 2020, the City shortlisted Bellecci & Associates, Inc. through the Request for Qualifications process. Bellecci & Associates, Inc. was selected from the shortlist of firms to provide various engineering services, which have included assistance with a structural feasibility study relating to work near a City storm drain pipe, design and related services for repair of a storm drain outfall, and assistance with inspections of active construction sites for compliance with stormwater pollution prevention requirements. On September 9, 2020, the City executed Amendment No. 1 to the agreement in the amount of \$40,000 to provide additional services for the projects described above.

The proposed agreement would be for similar services to those successfully completed under the previous agreement with Bellecci and Associates for various engineering tasks. Various tasks may be related to utilities such as sewer or storm drain work or to traffic such as street resurfacing or transportation improvements. These services would be utilized when highly technical engineering skills that staff do not have are required or when the City experiences capacity issues (i.e. when staff vacancies occur or when there is a high volume of projects underway).

Discussion/Analysis

The proposed Agreement with Bellecci & Associates, Inc. may include assistance with various engineering tasks including, but not limited to, tasks for CIP projects or tasks that are related to required activities for ongoing compliance programs. Under the proposed agreement, Bellecci and Associates, Inc. may assist in inspecting construction sites for compliance with stormwater pollution prevention requirements. This is considered an annual task for compliance with the Municipal Regional Stormwater Permit. The proposed Agreement with Bellecci & Associates, Inc. is in the not-to-exceed amount of \$70,000 for FY 2021-2022. The City anticipates similar needs for FY 2022-2023 and FY 2023-2024 and is requesting authorization to execute a future amendment in the amount of an additional not-to-exceed amount of \$70,000 annually for FY 2022-2023 and FY 2023-2024 (for a total of \$140,000 over the two additional years). Bellecci & Associates, Inc. has been in business for more than 30 years and has satisfactorily completed similar work for the City of Los Altos and other municipalities in the Bay Area.



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Options

- 1) Authorize the City Manager to execute an Agreement with Bellecci and Associates, Inc. to provide funds for assistance with Various Engineering Services for FY2021-2022 and to annually execute an Amendment to that Agreement for Various Engineering Services through FY 2023-2024.

Advantages: The consultant can provide assistance with various engineering tasks, including inspections for compliance with stormwater pollution prevention requirements at active construction site and other tasks that are not included in CIP projects.

Disadvantages: None

- 2) Do not authorize the City Manager to execute the Agreement and future Amendments with Bellecci and Associates, Inc.

Advantages: None

Disadvantages: Studies, designs, or inspections related to the City's storm drainage system or to other various engineering tasks may be delayed.

Recommendation

The staff recommends Option 1.