

# **REPORT TO THE CITY COUNCIL**

## ***City of Salinas, California***

DATE: June 14, 2016

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Public Works Director

THRU: Robert Russell, P.E.  
Deputy Public Works Director/City Engineer

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SUBJECT: **MASTER SERVICES AGREEMENTS FOR LAND SURVEYING SERVICES**

### **RECOMMENDATION:**

It is recommended that the City Council adopt a Resolution approving Master Services Agreements with O'Dell Engineering, Inc., Polaris Consulting, and LandSet Engineers, Inc. to provide land surveying services for various City of Salinas Public Works Projects on an as-needed basis.

### **DISCUSSION:**

Public works projects oftentimes require the services of land surveying firms. Such services relate to gathering information through observations, precision measurements of length, angle, elevation, area, and volume, as well as to establish and/or verify horizontal and vertical control points in the field. It also includes other associated services such as mapping, and defining legal boundaries for land ownership. Land surveying services are required in the planning, design, and execution of the majority of public works projects. Thus, to facilitate the efficient completion of public works projects in the timeliest manner possible, there is a need to have on-call consultant contracts (Master Services Agreements) with land surveying firms.

In undertaking a selection process such as this, the City is required to comply with the Brooks Act (40 U.S.C. 1101-1104) which ensures that the selection process promotes open competition and selection based on demonstrated competence and qualifications. In accordance with the intent of the Brooks Act, and the City's purchasing and contracting requirements, a request for qualifications (RFQ) for interested land surveying firms was advertised in February 2016, and submittals were received from five firms. The firms submitting qualification statements were:

- O'Dell Engineering, Inc. (Pleasanton, Palo Alto, Modesto, CA)
- Polaris Consulting (Carmel Valley, CA)
- CALVADA Surveying Inc. (Corona, CA)
- Landset Engineers, Inc. (Salinas, CA)
- Ruggeri-Jensen-Azar & Associates (Gilroy, CA)

The submittals were reviewed based on the selection criteria listed in the RFQ document that included:

- 1) Firm Profile (includes responses to “Disadvantaged Business Enterprise” (DBE) questions)
- 2) Project Team Qualifications
- 3) Relevant Project Experience
- 4) References

Based on these criteria, the review panel comprising of three City staff selected O’Dell Engineering, Inc., Polaris Consulting, and LandSet Engineers, Inc. as the three top-ranked firms to provide land surveying services for the various public works projects on an on-call/on-going basis for a five-year period under a Master Services Agreement between the City and each of the three firms. Under the terms of the Master Services Agreement, compensation will be provided on a project-by-project basis, with each project subject to review and approval by the City Engineer. Consultants will be awarded projects based on a request for proposal process amongst these on-call consultants.

Although local purchasing preference is not applicable to this RFQ process because these may include federally-funded projects, two of the recommended firms are located principally in Monterey County.

#### **ISSUE:**

Shall the City Council adopt a resolution approving Master Services Agreement(s) with O’Dell Engineering, Inc., Polaris Consulting, and LandSet Engineers, Inc. to provide land surveying services for various City of Salinas public works projects on an as-needed basis?

#### **FISCAL IMPACT:**

There is no immediate fiscal impact associated with the approval of the Master Services Agreements. Costs associated with the surveying firms will be realized on a project basis and compensated using Council-approved CIP funds.

#### **TIME CONSIDERATIONS:**

The City currently has Public Works projects requiring land surveying services. Approval of the Master Services Agreements will ensure the timely and cost effective completion of these projects.

#### **ALTERNATIVES/IMPLICATIONS:**

Council may elect not to adopt the three resolutions approving the Master Services Agreements and direct staff how to proceed.

#### **CITY COUNCIL GOALS:**

Approval of the Master Services Agreements complements the City Council goal promoting excellent infrastructure, and makes for a more efficient and effective process to complete projects that benefit the community.

## **CONCLUSION:**

At its meeting on June 14, 2016, the City Council is requested to adopt a resolution approving Master Services Agreement(s) with O'Dell Engineering, Inc., Polaris Consulting, and LandSet Engineers, Inc. to provide land surveying services for various City of Salinas public works projects on an as-needed basis.

Distribution:  
City Council  
City Manager  
City Attorney  
Department Directors

Back up Pages:  
Resolution  
Master Services Agreement for O'Dell Engineering, Inc.  
Master Services Agreement for Polaris Consulting  
Master Services Agreement for LandSet Engineers, Inc.

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