



**CITY OF SALINAS  
COUNCIL STAFF REPORT**

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**DATE:** SEPTEMBER 19, 2017

**DEPARTMENT:** PUBLIC WORKS

**FROM:** GARY PETERSEN, CAE, PUBLIC OWRKS DIRECTOR

**BY:** EDA HERRERA, ASSOCIATE ENGINEER

**TITLE:** EXTENSION TO EXISTING MASTER SERVICES AGREEMENT FOR ON-CALL CIVIL ENGINEERING AND PROJECT MANAGEMENT CONSULTING SERVICES

RECOMMENDED MOTION:

Approve a Resolution approving the extension of three Master Service Agreements with Kimley-Horn and Associates; Mark Thomas & Company, Inc.; and Wallace Group for the completion of the existing projects that have been initiated and are currently on going.

RECOMMENDATION:

On September 29, 2017, the three existing Master Services agreements with Kimley-Horn Associates; Mark Thomas & Company, Inc.; and Wallace Group are scheduled to expire and there are several CIP projects that are still under contract with the three listed consultants that have not been complete. To address this need, the department has created a letter of extension to each consultant to agree to continue the same terms and conditions of the existing agreement through the completion of the ongoing projects.

BACKGROUND:

On September 23, 2014, City Council approved three Master Services agreements with Kimley-Horn Associates; Mark Thomas & Company, Inc.; and Wallace Group to assist with various public works CIP projects for a duration of 3 years.

On July 27, 2017, the City released a new Request for Qualifications (RFQ) for on-call Civil Engineering and Project Management services in anticipation of the expiration of the existing Master Services Agreement due early October 2017. Currently, the City is in negotiations with five potential on-Call Civil Engineering consultants.

## DISCUSSION:

The extension of the existing Master Services Agreement is in accordance with term no. 2, of the master services agreement which states the following:

*“This Agreement shall commence on September 29, 2014 and shall terminate on September 29, 2017, unless extended in writing by either party upon thirty days written notice. This agreement may be extended only upon mutual written consent of the parties,”*

Attached to this report are the three extension letters signed by City Engineer and Consultants. The following listed projects that will be completed under this extension are:

- East Boronda Road Widening Project-Wallace Group
- City-wide Sanitary Sewer Lines Evaluation- Mark Thomas
- East Laurel and St. Edward Traffic Signal- Wallace Group
- Bardin Road Reconstruction-Kimley Horn
- Sanborn /Elvee Inspection Services- Wallace Group
- Boronda Road/US HWY 101 Traffic and Feasibility Study- Kimley Horn
- Main Street Downtown complete Streets project – Kimley Horn
- Main Street Masterplan- Kimley Horn
- Parking Management- Kimley Horn
- Salinas Traffic Demand Model- Kimley Horn

## CEQA CONSIDERATION:

**Not a Project.** The City of Salinas has determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CEQA Guidelines Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment.

## STRATEGIC PLAN INITIATIVE:

The extension of the existing contracts will avoid interruption of project flow and schedule. This item relates to the Strategic plan of Well Planned City and Excellent Infrastructure.

## FISCAL AND SUSTAINABILITY IMPACT:

There is no immediate fiscal impact associated with the approval of the extension of the master services agreements. Costs associated with the consulting firms will be realized on a project basis and compensated using Council-approved CIP projects funds.

ATTACHMENTS:

Resolution

Kimley Horn extension letter

Mark Thomas and Associates extension letter

Wallace Group extension letter

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