



CITY COUNCIL AGENDA REPORT

City of Anaheim DEPARTMENT OF PUBLIC WORKS

DATE: MAY 7, 2024

FROM: DEPARTMENT OF PUBLIC WORKS

SUBJECT: PROFESSIONAL SERVICES AGREEMENTS FOR AS-NEEDED
GRANT WRITING AND PUBLIC OUTREACH SERVICES TO
SUPPORT THE PUBLIC WORKS DEPARTMENT

ATTACHMENT (Y/N): YES ITEM # 13

GOVERNMENT CODE § 84308 APPLIES: YES

RECOMMENDATION:

That the City Council, by Motion:

- 1) Approve the Professional Services Agreement (Agreement) between the City of Anaheim (City) and each of the following seven consultant companies in the not-to-exceed amount of \$250,000 per Work Order Package with a total not-to-exceed contract amount of \$500,000 per contract year per consultant company plus a 15% contingency for as needed extra services, for a three-year term, with two, one-year optional renewals for as-needed grant writing and public outreach services to support the Design Services Section of the Department of Public Works: Blais & Associates, Inc.; California Consulting, Inc.; Evan Brooks Associates, Inc.; Ardurra Group, Inc.; DKS Associates; Kleinfelder Construction Services, Inc.; and McCormick-Busse, Inc. (collectively, "Consultants");
- 2) Authorize and direct the Director of Public Works and the City Clerk to execute each Agreement, and the Director of Public Works to take any and all actions as are necessary, required or advisable to implement and administer the Agreements; and,
- 3) Authorize de minimis changes that do not substantially change the terms and conditions of the Agreements, so long as such changes are determined to be de minimis by the City Attorney's Office.

DISCUSSION:

As a standard practice, the Department of Public Works (Department) maintains as-needed service agreements with multiple grant writing and public outreach firms to obtain competent and experienced personnel in a timely and cost-efficient manner to support the Department's fluctuating workload of diverse projects. These consultants

will compete for work assignments through a Request for Work Order Proposal (RFWOP) solicitation process carried out by City staff. However, when certain tasks require an immediate response, the qualified consultant with the most favorable rates will be contacted to provide services on an on-call, short-notice basis. The work order amount for each assignment under this professional services agreement can vary depending on the specific project's scope, schedule, duration, and complexity. These services are used to supplement the Department's staff to support various projects including street widening/improvements, intersection widening/improvements, bridge widening, repair, or replacement, sanitary sewer rehabilitation, storm drain improvements, median beautification, rail improvements and landscape improvements.

The use of consultants benefits the Department by providing flexibility to meet workload demands. The ability to utilize consultants frees staff to manage multiple projects at once. The use of consultants allows the Department to maintain a minimal staffing level but still meet the needs for peak workloads.

On February 6, 2024, the Department advertised a Request for Qualifications (RFQs) for professional services for as-needed grant writing and public outreach services through the City's online bidding platform, PlanetBids, and received responses from 22 consultant companies.

In accordance with the qualification-based selection procurement pursuant to City Council Policy 4.1, the Department established a review board, conducted the proposal rating review, and identified the highest ranked proposals. The evaluation criteria included the ability of the consultant to perform the specific tasks outlined in the RFQ, of the specific individuals who will work on the project, amount of time and involvement of key personnel who will be involved in respective portions of the project, demonstrated record of success by the consultant on work previously performed, and specific method and techniques to be employed by the consultant on the project or problem and reasonableness of the fee requested to do the work.

Upon evaluation of the proposals, the following seven consultants best meet the service requirements of the Request for Qualifications and are recommended for selection in accordance with Council Policy 4.1:

Grant Writing

1. Blais & Associates, Inc.
2. California Consulting, Inc.
3. Evan Brooks Associates, Inc.

Public Outreach

1. Ardurra Group, Inc.
2. DKS Associates
3. Kleinfelder Construction Services, Inc.
4. McCormick-Busse, Inc.

The recommended Consultants have extensive technical experience in their respective areas of expertise to perform the required services. The proposed Agreements will enable the Department to

continue the timely grant writing and public outreach services for various projects into the coming years at a fair and reasonable cost. Public outreach services include scheduling community meetings and mailings to ensure residents and businesses are receiving up to date information on a project.

Although this does not guarantee work for anyone, multiple consultants are needed to obtain competent and experienced personnel to support a variety of activities on an as-needed basis. The award amount for each assignment will vary based upon the specific project need, schedule, and complexity. The maximum contract amount per work order package will be \$250,000, with a total not-to-exceed contract amount of \$500,000 per contract year per consultant. The attached Agreement is structured with the same terms and conditions as the past approved On-Call Professional Services Agreement for Grant Writing and Public Outreach, which will terminate on July 17, 2024 for grant writing and August 22, 2024 for public outreach. The agreement term is for three years, with two, one-year optional renewals for a total of five years possible.

Because all Agreements are similar, only one Agreement template is attached to this staff report; all executed Agreements for the Consultants will be available in the office of the City Clerk.

IMPACT ON BUDGET:

These Agreements are funded through project-specific budgets approved by City Council in the Public Works Capital Improvement Program Budget.

Respectfully submitted,

Rudy Emami
Director of Public Works

Attachments:

1. Professional Services Agreement Template
2. RFQ for Grant Writing and Public Outreach Services
3. List of companies