

RESOLUTION NO. 2022 - ____

RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE ON-CALL AGREEMENTS FOR PROJECT MANAGEMENT SERVICES WITH CSG CONSULTANTS, INC., SWINERTON MANAGEMENT & CONSULTING, AND WEST YOST ASSOCIATES, INC. IN AMOUNTS NOT TO EXCEED \$1,000,000 FOR THE FIRST YEAR AND TWO ADDITIONAL OPTIONAL YEARS AT \$1,000,000 EACH TOTALING \$3,000,000 FOR EACH FIRM, FOR A TOTAL AMOUNT OF \$9,000,000 FOR A THREE YEAR TERM

WHEREAS, the City of San Bruno Public Works Department is responsible for developing, implementing and delivering the Capital Improvement Program (CIP) on a timely basis and within the approved budgets; and

WHEREAS, due to a rise in Consumer Price Index investing in capital improvements sooner would help with minimizing future construction costs; and

WHEREAS, based on the City's needs the CIP has increased significantly while the resources to implement the program have not kept pace; and

WHEREAS, the CIP has almost doubled within the past five years from approximately \$54 million to \$96 million and the engineering staff programed to the CIP division did not similarly increase; and

WHEREAS, concurrent with the expansion of the CIP, the level of private development and traffic engineering related interests has increased and CIP staff has had to dedicate resources to ensure those interests are still addressed which further reduces the capacity for delivering the CIP projects; and

WHEREAS, from FY 2016-17 the CIP engineering staff has had a 75% turnover rate and despite conducting two separate recruitments to fill those turnovers there continues to be an overall 32% vacancy rate within the CIP division; and

WHEREAS, since FY 2019-20 staff has attempted to address the backlog by reducing the CIP appropriation to allow for addressing projects on hold but given the City's infrastructure needs the CIP total appropriation continues to grow despite the approach to reduce new CIP requests where feasible; and

WHEREAS, the model of continuously attempting to absorb the workload of other engineering divisions and shift CIP staff resources to address other engineering needs has unfortunately contributed to staff burnout and a backlog of CIP projects; and

WHEREAS, as part of the upcoming FY 2022-23 budgeting process the City Council will be presented with a proposal to right size staff resources through a combination of additional staff to manage the overall consistent increase in the CIP and consultants to manage spikes in CIP deliver needs; and

WHEREAS, Public Works has a significant amount of infrastructure CIP projects

planned for major work during the upcoming years in the amount of approximately \$322 million in needed funds to complete through FY 2025-26; and

WHEREAS, currently there are 26 projects awaiting start due to the number of CIP projects that can be practicably managed by existing staff; and

WHEREAS, the CIP division currently has three licensed engineers managing the CIP with the fourth position vacant since 2019; and

WHEREAS, current staff are managing up to twelve CIP projects at one time while the typical project workload for staff focused solely on managing projects is about six at one time; and

WHEREAS, by utilizing a model whereby consultants are temporarily resourced to facilitate project delivery Public Works will have greater capacity to deliver CIP projects approved by Council; and

WHEREAS, in February 2022, the City issued a Request for Qualifications (RFQ) for multi-disciplinary professional services that included project management services; and

WHEREAS, based on the qualifications submitted, three firms demonstrated staffing availability and expertise to provide project management services that the Engineering division needs for effective CIP project delivery; and

WHEREAS, based on the anticipated workload, staff recommends executing professional service agreements with each consultant firm to not exceed a total of \$3.0M per year over the three year length of the agreements; and

WHEREAS, there are sufficient funds allocated in the CIP projects to cover project management costs.

NOW, THEREFORE, BE IT RESOLVED that the San Bruno City Council authorizes the City Manager to execute an agreement for Project Management Services with CSG Consultants, Inc., Swinerton Management & Consulting, and West Yost Associates, Inc. in an amount not to exceed \$1,000,000 for the first year and two additional optional years at \$1,000,000 each totaling \$3,000,000 for each firm, for a total amount of \$9,000,000 for a three year term.

Dated: April 26, 2022

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I, Vicky Hasha, Deputy City Clerk, do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of San Bruno this 26th day of April 2022 by the following vote:

AYES: Councilmembers: _____

NOES: Councilmembers _____

ABSENT: Councilmembers: _____

ATTEST:

Vicky Hasha
Deputy City Clerk