

# CITY OF LONG BEACH

DEPARTMENT OF PUBLIC WORKS

333 West Ocean Boulevard - 9<sup>th</sup> Floor - Long Beach, CA 90802

November 17, 2015

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach

California

## RECOMMENDATION:

Adopt Specifications RFQ PW15-152 for as-needed surveying services; award contracts to D. Woolley & Associates, of Tustin, CA; Johnson-Frank & Associates, of Anaheim, CA; and Towill, Inc., of Costa Mesa, CA, in a total aggregate amount not to exceed \$6,000,000 for a period of three years, with the option to renew for two additional one-year periods at the discretion of the City Manager; and authorize the City Manager or designee to execute all documents necessary to enter into the contracts, including any necessary amendments thereto. (Citywide)

## DISCUSSION

City Council approval is requested to enter into contracts with three professional land surveying firms for the delivery of preliminary design surveys, construction staking, control surveys, global positioning surveys (GPS), levels, and subdivision map-checking services, on an as-needed basis for various City Departments, including Public Works, Development Services, Long Beach Airport, Long Beach Gas & Oil, and Parks, Recreation & Marine. The City of Long Beach has historically used outside professional firms on an as-needed basis to provide these services. As existing as-needed contracts related to these specialized professional services have expired or will expire shortly, a Request for Qualifications (RFQ) process was conducted in accordance with Administrative Regulation 8-4, "Selecting Professional Services," to secure these professional services.

The Request for Qualifications (RFQ) was advertised in the Press-Telegram on July 24, 2015, and 6,490 firms specializing in surveying services were notified of the opportunity. Of those firms, 68 downloaded the RFQ via our electronic bid system. The RFQ was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's web-site at [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). An RFQ announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 22 business groups that represent local, minority and women-owned businesses. Sixteen SOQs were received on September 1, 2015. Of the sixteen submittals, three were Minority-owned Business Enterprises (MBEs), one was a Women-owned Business Enterprise (WBE), eleven were certified Small Business Enterprises (SBEs), and one was a Long Beach business (Local).

A review committee comprised of City Staff evaluated the 16 SOQs submitted, and determined that the following three firms are the most qualified and responsive, based upon the criteria specified in the RFQ:

- D. Woolley & Associates, of Tustin, CA, an SBE (not an MBE, WBE, DBE, or Local)
- Johnson-Frank & Associates, Inc., of Anaheim, CA, an SBE (not an MBE, WBE, DBE, or Local)
- Towill, Inc., of Costa Mesa, CA (not an MBE, WBE, DBE, SBE, or Local)

The selected firms have included, and have committed to using small, local or disadvantaged firms, as sub-consultants, on their teams as appropriate, based on the work assigned to them by the City under these contracts.

It is recommended that as-needed service contracts be awarded to these firms for a total aggregate amount of \$6,000,000 over a period of three years, with the option to renew for two additional one-year periods. This figure represents the estimated need based on past historic usage, as well as anticipated use amongst the various departments that will require these services over the next three years. The requested action by the City Council is not a guarantee of work for these firms in this amount, only by an allowable contract authority, should the work be needed. As individual projects are identified, work/task orders for each project will be issued to the various firms.

### **Local Business Outreach**

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit a SOQ for City contracts. The Purchasing Division also assists businesses with registering on the Bids Online database to download the RFQ specifications. Through outreach, 667 Long Beach vendors were notified to submit SOQs, of which four downloaded and one submitted an SOQ. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Gary Anderson on October 13, 2015 and by Budget Management Officer Victoria Bell on November 2, 2015.

### **TIMING CONSIDERATIONS**

City Council action to adopt Specifications No. RFQPW15-152 and award contracts concurrently is requested on November 17, 2015, to ensure that the contracts are in place expeditiously.

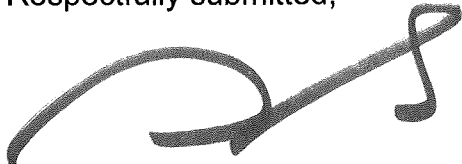
### **FISCAL IMPACT**

The aggregate contract authority will not exceed \$6,000,000 and is for the initial three-year period, with the option to renew for two additional one-year periods. The requested contract authority is estimated based on historical usage of the services, as well as current and anticipated projects within the Public Works (PW), Development Services (DV), Airport (AP), Gas & Oil (GO), and Parks, Recreation & Marine (PR) Departments. Any work not currently budgeted will only proceed at such time that funding has been identified and approved by City Council. The award of these contracts will provide continued support to our local economy, by assisting in the preservation of employment for five full-time employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



ARA MAYOLAN, PE  
DIRECTOR OF PUBLIC WORKS



JOHN GROSS  
DIRECTOR OF FINANCIAL MANAGEMENT

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APPROVED:



PATRICK H. WEST  
CITY MANAGER