



# Agenda Item

## City Council

---

**Item #:** 3.7.

**9/8/2020**

**File #:** 20-074

---

**TO:** Honorable Mayor and Members of the City Council

**THRU:** Rick Otto, City Manager

**FROM:** Christopher Cash, Director of Public Works

### **1. SUBJECT**

Agreement with KOA Corporation for construction management and inspection services.

### **2. SUMMARY**

The Professional Services Agreement authorizes KOA Corporation to provide construction management and inspection services for the Lemon Street at Palm Avenue Traffic Signal Installation project.

### **3. RECOMMENDED ACTION**

Approve the agreement with KOA Corporation in the amount of \$39,226, representing an original amount of \$35,660 plus a 10% contingency of \$3,566, for construction management and inspection services; and authorize the Mayor and the City Clerk to execute on behalf of the City.

### **4. FISCAL IMPACT**

The total expenditure for this agreement is \$39,226 and will be funded in Lemon Palm Signal Installation (30132) through Reimbursable Capital Projects (550).

### **5. STRATEGIC PLAN GOALS**

Goal 1: Provide for a safe community

b: Provide and maintain infrastructure necessary to ensure the safety of the public.

Goal 4: Provide outstanding public service

b: Provide facilities and services to meet customer expectations.

### **6. DISCUSSION AND BACKGROUND**

Under the terms of a City Council-approved Traffic Signal Payment Agreement with Chapman University, city staff is administering the construction of a new traffic signal at the intersection of Lemon Street and Palm Avenue. Since its inception, all phases of this important project have been expedited at the request of the University. In order to meet the accelerated timeline, it is necessary to utilize outside resources for construction management and inspection services. In accordance with said agreement, Chapman University will fully reimburse the City for these services.

The City issued a Request for Proposal (RFP) to six on-call traffic engineering consultants that had

already pre-qualified to perform such work. On August 20, 2020, the following four firms submitted proposals for consideration:

1. KOA Corporation
2. Interwest Consulting Group, Inc.
3. Willdan Engineering
4. Wolfe Engineering and Design, Inc.

The Traffic Division staff evaluated the consultant proposals based on responsiveness to the RFP, understanding of the project and its unique challenges, past experience with similar projects, and staff availability to provide the required construction management and inspection assistance. Staff found KOA Corporation to be the most qualified consultant for the Lemon Street at Palm Avenue Traffic Signal Installation project. KOA Corporation has assisted numerous cities with delivering similar projects and administering construction contracts. They demonstrated in their proposal a clear understanding of the project challenges and sensitive timeline. KOA Corporation submitted a cost proposal to provide construction management and inspection services for the Lemon Street at Palm Avenue Traffic Signal Installation project, which staff reviewed and subsequently negotiated.

The not-to-exceed fee of \$39,226 will cover construction management and inspection services for the Lemon Street at Palm Avenue Traffic Signal Installation construction project and allow the City to deliver the project without any scheduling delays and as agreed upon in the construction contract documents. The \$39,226 fee represents the original amount of \$35,660 plus a 10% contingency of \$3,566. At this time, the proposed project schedule anticipates the completion of construction in January 2020.

The award of the corresponding construction contract for this project is being recommended and discussed in a separate staff report.

## **7. ATTACHMENTS**

- Location Map
- Professional Services Agreement with KOA Corporation