

**RESOLUTION NO. 4-20**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHMOND,  
CALIFORNIA, AUTHORIZING ON-CALL CONTRACTS FOR AS-NEEDED PROJECT  
MANAGEMENT SERVICES FOR CAPITAL PROJECTS, INCLUDING FEDERALLY  
FUNDED PROJECTS**

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**WHEREAS**, the City of Richmond's Engineering & Capital Improvement Projects Department anticipates managing multiple Capital Improvement Projects funded with a variety of local, regional, state, and federal funding sources; and

**WHEREAS**, the City must comply with federal requirements for federally funded projects administered by Caltrans; and

**WHEREAS**, use of federal funds for professional services, including project management, precludes the City from enforcing local ordinances during the selection process; and

**WHEREAS**, the project-by-project selection process for project management services can take several months and include inflated per-project consulting costs; and

**WHEREAS**, the Engineering and Capital Improvement Projects Department has demonstrated that the use of a pool of project management firms that have passed a competitive bidding process on as-needed basis eliminates much of the delay and additional costs associated with project-by-project bidding; and

**WHEREAS**, on November 19, 2019, the City issued a Request for Proposals for as-needed project management services, including for federally funded projects, through the City's BidsOnline system; and

**WHEREAS**, six firms submitted proposals on December 10, 2019; and

**WHEREAS** a panel consisting of Yader Bermudez, Engineering & Capital Improvement Projects Department Director, Tawfic Halaby, Senior Civil Engineer, and Dane Rodgers, Senior Civil Engineer, reviewed and rated the proposals based on criteria outlined in the Request for Proposals; and

**WHEREAS**, the three highest ranked firms are Avila Project Management, CSW | ST2, and mack5; and

**WHEREAS**, each service contract with an approved firm will be for an amount not-to-exceed \$400,000 over a three year period with the option to extend the contract for one year; and

**WHEREAS**, these firms will provide as-needed services for a variety of capital projects, including federally funded projects; and

**WHEREAS**, anticipated services include a broad of array of project management services, including but not limited to the following for federally funded projects: grant management; complying with the Local Assistance Procedures Manual routine requirements for the Preliminary Environmental Study, Field Review, National Environment Policy Act, Right-of-Way and Utility Certification, Request for Authorization to Proceed with Design/Construction, Award Packet, Reimbursement Requests, and Project Close-out; complying with federal and state public contracting requirements; submitting requests for funding, project documentation, and progress reports; updating the Fund Management System; preparing audit-ready filing systems; and meeting additional coordination and reporting requirements for county and regional funding agencies; and

**WHEREAS**, firms on the list will be asked to submit proposals for particular projects with the best-qualified firm selected; and

**WHEREAS**, the Engineering & Capital Improvement Projects Department will manage the contracts;

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Richmond finds the above recitals are true and correct and have served, together with the Agenda Report, the basis for the finding and actions set forth in this Resolution.

**BE IT FURTHER RESOLVED** that the City Council hereby authorizes the City Manager to execute and make amendments to the contracts as-needed to facilitate the completion of the projects.

**BE IT FURTHER RESOLVED** that the City Council designates the City Clerk as the custodian of the documents and other materials which constitute the record of proceedings upon which the decision herein is based. These documents may be found at the office of the City Clerk at the Richmond City Hall, 450 Civic Center Plaza, Richmond, California 94804.

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I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held January 14, 2020, by the following vote:

AYES:	Councilmembers Bates, Martinez, Myrick, Willis, Vice Mayor Choi, and Mayor Butt.
NOES:	None.
ABSTENTIONS:	None.
ABSENT:	Councilmember Johnson.

PAMELA CHRISTIAN  
CLERK OF THE CITY OF RICHMOND  
 (SEAL)

Approved:

TOM BUTT  
 Mayor

Approved as to form:

BRUCE GOODMILLER  
 City Attorney

State of California	}	
County of Contra Costa	}	: ss.
City of Richmond	}	

I certify that the foregoing is a true copy of **Resolution No. 4-20**, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on January 14, 2020.

  
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 Pamela Christian, Clerk of the City of Richmond