



CITY COUNCIL STAFF REPORT

MEETING DATE: November 13, 2023

ITEM TITLE: Adopt a Resolution Authorizing the City Manager to Execute an Amendment to the Annual On-Call Agreement with CSG Consultants, Inc. for Public Works Engineering Staff Augmentation in the Amount of \$156,000 for Fiscal Year 2023-2024.

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution to increase the annual not-to-exceed amounts in the current on-call agreement with CSG Consultants Inc. ("CSG") for Public Works engineering staff augmentation.

FISCAL IMPLICATIONS:

There is no fiscal impact and no additional appropriation is needed. The total cost of this amendment will be offset by salary savings from the vacant principal engineer position.

CSG provides engineering services and staff augmentation to supplement city staff services. Due to the recent departure of the City's principal engineer, additional staffing is needed to manage several high-profile capital improvement ("CIP") projects until the recruitment of the replacement engineer is filled.

CSG's is currently paid \$350,000 to perform plan checks and Public Works inspections. As the scope of work does not include engineering staff augmentation, an amendment to the agreement and a funding request of \$156,000 is requested. The cost of the amendment assumes six months of staff augmentation at 24 hours per week

BACKGROUND:

This item is being brought to City Council as an action since it exceeds the signing authority of the City Manager.

Due to the recent departure of the principal engineer, additional engineering staff augmentation is needed to deliver CIP projects scheduled for the current fiscal year. The current CIP is a thorough and robust program that requires an experienced engineer to manage the delivery of projects efficiently and effectively. The CIP program includes sanitary and storm sewers, pavement rehabilitation, traffic, parks, safe routes to school and facilities improvements.

Staff contacted local consulting engineers to determine the availability of staff that could work in the City of San Carlos for a minimum of six months while the recruitment is conducted and the position is filled. CSG was the only firm that had staff availability for the period requested.

ANALYSIS:

As many CIP projects are currently under design or ready to be bid, an experienced engineer is needed to help deliver the projects. CSG has the staff available for the time period needed.

Staff requests that the annual not-to-exceed amount in the CSG agreement be increased by \$156,000 to provide engineering staff augmentation support for the delivery of the City's CIP program in fiscal year 2023-24.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a Resolution Authorizing the City Manager to Execute an Amendment to the Annual On-Call Agreement with CSG Consultants, Inc. in the amount of \$156,000 for Fiscal Year 2023-24; or
2. Do not adopt the Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Steven Machida, Public Works Director

Approved for submission by:



Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution
2. CSG Proposal