



STAFF REPORT

CITY of YORBA LINDA

PUBLIC WORKS DEPARTMENT

DATE: FEBRUARY 15, 2022

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: JAMIE LAI, P.E. DIRECTOR OF PUBLIC WORKS/CITY ENGINEER
PREPARED BY: RICK YEE, P.E. DEPUTY DIRECTOR OF PUBLIC WORKS

SUBJECT: APPROVE CONTRACT AMENDMENT WITH NV5 FOR INTERIM PUBLIC WORKS INSPECTION SERVICES

RECOMMENDATION

It is recommended that the City Council:

- 1) Approve an amendment to the Professional Services Agreement (21220101) with NV5, Inc. (NV5), increasing agreement total by \$80,000 for additional Interim Public Works Inspection Services; and
- 2) Approve a corresponding \$80,000 line-item budget transfer from various accounts to the Public Works Department Project Development Operating Budget for Temporary Inspection Services.

BACKGROUND

The Public Works Department is responsible for implementing capital improvement projects, overseeing private development projects, and managing the multitude of utility work that occurs within the public right of way. The Department employs one (1) Public Works Inspector position to oversee the inspection of the city's infrastructure improvements and to ensure that grading, drainage systems, and roadway restoration are all done in accordance with established standards. Currently, a number of capital improvement projects are either underway or will be initiated in the near term. In addition, key development projects are underway that will require grading and drainage inspection so as not to delay progress on any of these development projects.

In order to fill a vacancy created by a staff departure, staff recently completed a recruitment process for a full time Public Works Inspector. However, a successful candidate was not found during the process. Staff is currently underway with a new recruitment and will be extending the advertisement to beyond what was previously reached. The typical recruitment process is approximately 3 to 4 months and also allows for a period of time for the transition that would normally occur between selection of the candidate and when they become available to start with the City. The department has realized a temporary cost savings as a result of the position remaining unfilled for an extended period of time. Those budgetary savings serve to offset a portion of the costs associated with providing alternative inspection services while recruitment is underway. Additional budgetary savings from

associated contractual service operating funds will offset the remainder of the amendment's increase.

DISCUSSION

In order to ensure continuity of inspection service for a variety of private and public projects, staff sought out a temporary contract inspector. Proposals were solicited from the on-call consultant services list and four (4) firms submitted inspector resumes for consideration. A panel of Public Works Department Staff interviewed the top-ranking candidates and determined that NV5's inspector is the most qualified in meeting the Department's expectations. The individual has extensive Public Works experience and has previously performed the inspector assignment in the required areas of development, encroachment permits, and capital projects. The individual's experience is consistent with what is expected by the City and he is available for the duration needed by the Department.

In October of last year, Council approved a standalone Professional Service Agreement with NV5 for \$80,000 to provide these services. Pending Council approval of this amendment, the revised aggregate contract total with NV5 for these services will be increased to a not-to-exceed amount \$160,000. This agreement was established separate and apart from the On-Call Professional Services Agreement because the scope and extent for these services is beyond what typically falls within On-Call type projects.

FISCAL IMPACT

The total estimated cost of services for a full-time interim inspector for a 4-month period is \$80,000 based upon 40-hour weeks at \$125/hour. Sufficient funds are available within Public Works Department Project Development Operating Budget due to salary savings associated with the permanent Inspector position vacancy.

Approval of this amendment will require an \$80,000 line-item transfer to the Public Works Department Operating Budget for Temporary Inspection Services (1010310-433200). The transfer funding will be allocated in the amounts of \$40,000 from the Full Time Salary line (1010310-410010), and \$40,000 from the Miscellaneous Engineering Services line (1010310-431480) respectively.

ALTERNATIVES

Do not approve the agreement with NV5. However, this will result in lack of needed inspection resources and delays to City projects, development projects, and utility work in the public right of way. Alternate firms and inspectors could be considered as well, however, this would create inefficiencies as there would be substantial time invested by staff to re-train a new temporary inspector that would be providing services on a very limited time basis.

ATTACHMENTS

Attachment 1: Amendment No.1 with NV5, Inc. (21220101)
