



## Report to City Council

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**TO:** Mayor and City Council

**FROM:** Melissa Walker, Public Works Director/City Engineer

**AGENDA DATE:** October 15, 2024

**TITLE:** **AWARD AGREEMENTS FOR CONSTRUCTION INSPECTION CONSULTANT SERVICES (REPORT OF: PUBLIC WORKS)**

**TITLE SUMMARY:** Authorization to Award Agreements to Interwest Consulting Group, Inc. and TKE Engineering, Inc. for Construction Inspection Consultant Services

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### Recommendation(s)

That the City Council:

1. Award Agreements for On-site and/or Professional Services to Interwest Consulting Group, Inc. and TKE Engineering, Inc. to provide Construction Inspection Consultant Services on an as-needed basis for the Land Development Division; and
2. Authorize the City Manager, or his designee, to execute the Agreement with Interwest Consulting Group, Inc. and TKE Engineering, Inc. for the total aggregate amount of \$600,000 per year for a total of \$1,200,000 over two years beginning in Fiscal Year 2024/2025 and to execute any subsequent extensions and/or amendments, subject to the approval of the City Attorney; in accordance with the approved terms of the agreement, and within the available budget as previously approved by Council; and
3. Authorize the issuance of Purchase Orders to Interwest Consulting Group, Inc. and TKE Engineering, Inc. and authorize the Chief Financial Officer to approve subsequent related Change Purchase Orders, and subsequent related Purchase Orders for annual extensions up to a maximum of three annual extensions with each consultant, in accordance with the approved terms of the Agreements; and

4. Authorize the Chief Financial Officer to make any necessary budget adjustments appropriations related to expenditures and offsetting revenues.

## **SUMMARY**

This report recommends approval of the Agreements for On-Site and/or Professional Services with Interwest Consulting Group, Inc. (Interwest) and TKE Engineering, Inc. (TKE) to provide construction inspection consultant services associated with new private development and significant redevelopment projects for the Land Development Division to extend the inspection services capacity of the City's Construction Inspection Services.

## **DISCUSSION**

The City continues to experience an increase in residential, commercial, and industrial development and utility projects. This development and project surge has increased the demand for City inspection services in Land Development Engineering. To effectively manage the increased workload, obtaining consultant construction inspection services will help to meet the demands and extend the capacity of the City's construction inspection services. Development fees will partially offset the funding for the consultant inspection services, in addition to time and material deposits received by Land Development for inspection services.

Currently, the City has four full-time construction inspectors, one construction inspector supervisor, and two consultant inspectors overseeing all private development and utility projects. Due to the increased development activity and utility projects throughout the City, Land Development will need to obtain additional consultant inspectors to meet the inspection demands within contractor schedules.

On June 27, 2024, the Request for Proposal (RFP) for Professional Consultant Services for Construction Inspection Services was advertised on the City's online bid portal, OpenGov.

On July 18, 2024, the City received eight (8) proposals in response to the RFP. Pursuant to the Moreno Valley Municipal Code procedures for professional services procurement, a selection committee, comprised of City staff, reviewed, and rated all proposals according to the criteria established.

Each proposal was evaluated on its individual merit and assessed a point score through the OpenGov system to determine the most qualified firms. Interwest and TKE were selected as the most qualified consultants to provide construction inspection consultant services after negotiation of a fair and reasonable price. The selected consultants present an ability to provide the services on time and within budget.

Attached are the proposed Agreements between the City, Interwest and TKE. The total aggregate amount for both agreements is \$600,000 per year for a total of \$1,200,000 over two years. Each Agreement has optional annual extensions up to a maximum of three annual extensions.

## **ALTERNATIVES**

1. Approve and authorize the recommended actions as presented in this staff report. *Staff recommends this alternative in order to accommodate all inspection requests by developers and utilities.*
2. Do not approve and do not authorize the recommended actions as presented in this staff report. *Staff does not recommend this alternative, as it would result in prioritizing inspections and possible development project delays.*

## **FISCAL IMPACT**

The total aggregate amount of the Agreements is \$600,000 per year for a total of \$1,200,000 over two years. Partial funding for professional consultant inspection services is funded through revenue received from the City inspection fees in connection with services requested by developers/landowners/applicants. In addition, some development projects will directly pay for their inspection services through a time and material deposit account. The expenses for the Agreements are accounted for in the professional services account (G/L Account Number 1010-70-29-20410-620299). These costs have offsetting revenue as inspection fees (G/L Account Number 1010-70-29-20410-523010) collected from developers and utility companies for construction inspections that will fund the professional services account. It is recommended that any necessary future budget adjustment appropriations be made related to the expenditures and offsetting revenues.

## **NOTIFICATION**

Publication of the Agenda.

## **PREPARATION OF STAFF REPORT**

Prepared By:  
Zara Terrell  
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Department Head Approval:  
Melissa Walker, P.E.  
Public Works Director/City Engineer

Concurred By:  
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Engineering Division Manager/Assistant City Engineer

## **CITY COUNCIL GOALS**

Public Facilities and Capital Projects: Ensure that needed public facilities, roadway improvements, and other infrastructure improvements are constructed and maintained.

## **CITY COUNCIL STRATEGIC PRIORITIES**

### **1. Economic Development**

- 2. Public Safety**
- 3. Library**
- 4. Infrastructure**
- 5. Beautification, Community Engagement, and Quality of Life**
- 6. Youth Programs**

Objective 4.2: Develop and maintain a comprehensive Infrastructure Plan to invest in and deliver City infrastructure.

## Report Approval Details

Document Title:	STAFFREPORT_24-0572_PW_LD_CONSTR_INSPEC_AGRMTS.docx
Attachments:	- Agreement - Interwest.pdf - Agreement - TKE.pdf
Final Approval Date:	Oct 7, 2024

This report and all of its attachments were approved and signed as outlined below:

Melissa Walker

Sean Kelleher

Natalia Lopez

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Brian Mohan

Mike Lee

Patty Rodriguez