

**MEETING DATE: 6/26/2017**

**TITLE:**

**Contract with NAI Consulting for Project Management and Grant Administration Services for Grant Funded Transportation Projects**

**FROM:**

John A. Corella, P.E. - City Engineer

**RECOMMENDATION:**

Staff recommends the City Council award a contract to NAI Consulting for as needed project management and grant administration services for state and federally funded transportation projects in the amount of \$150,000.

**BACKGROUND:**

NAI has provided engineering and support services for the Community Development Department for the past 24 months. While staff has been very satisfied with both the quality of the services and the NAI personnel assigned to the City, to comply with Federal Acquisition Regulations, a Request for Proposals (RFP) was circulated to provide such services for the next two years. The RFP requested engineering support for various Capital Improvement Projects including those funded by Caltrans-FHWA and Community Development Block Grant-HUD.

**DISCUSSION:**

The RFP was advertised in the Desert Sun on April 21 and 28, 2017. It was also posted on the City's website. Two proposals were received on May 16, 2017. NAI Consulting from Cathedral City and SEC, LLC from Northridge, CA submitted Proposals. Proposals were reviewed by City Staff and ranked based on the material submitted in their respective proposals.

NAI Consulting (NAI) was ranked number one based on their prior experience working with Caltrans and overall better knowledge of Cathedral City's needs. Additionally, NAI agreed to hold their FY 15-17 billing rates, with no increases for the next two years. SEC, LLC listed several large airport projects, including LAX in Los Angeles and SAN in San Diego, but did not show any experience with Caltrans, specifically experience working with Caltrans District 8.

**FISCAL IMPACT:**

The FY 15-17 Professional Services Agreement has a remaining authorization of approximately \$20,000 when it ends on June 30, 2017. These funds will be carried over into the new agreement.

Additionally, \$150,000 will come from existing grants from Caltrans and CVAG. Grant funds will come from the following accounts:

331-2500-XXXX, 331-6514-8231, 331-8914-XXXX, 331-8919-XXXX

Non-grant funding will come from local match share that has been budgeted for various projects from sources including Measure A, Gas Tax, Assessment Districts and developer contributions.

**ATTACHMENTS:**

Professional Services Agreement