



# ***Agenda Report***

## ***Fullerton City Council***

**MEETING DATE:** NOVEMBER 16, 2021

**TO:** CITY COUNCIL / SUCCESSOR AGENCY

**SUBMITTED BY:** STEVE DANLEY, ACTING CITY MANAGER

**PREPARED BY:** MEG MCWADE, PUBLIC WORKS DIRECTOR  
TIFFANY FOO, CIVIL ENGINEER  
JEROME JOAQUIN, SENIOR ADMINISTRATIVE ANALYST

**SUBJECT:** TEMPORARY WATER ENGINEERING SERVICES  
STAFFING AUGMENTATION CONTRACTS

---

### **SUMMARY**

Approve staff augmentation contracts to temporarily backfill for current and anticipated vacancies in a Civil Engineer position and a Principal Civil Engineer position in water specialty areas.

### **RECOMMENDATION**

1. Authorize Public Works Director, or designee, to execute a \$209,000 purchase order with JIG Consultants for two part-time Civil Engineer consultants. The City will issue the purchase order under the existing Professional Services Agreement with no amendment required.
2. Authorize Public Works Director, or designee, to approve future change orders for Civil Engineering – Water professional services with JIG Consultants for \$70,000 which is equivalent to two months -worth of engineering services.
3. Authorize Public Works Director to amend the existing Professional Services Agreement with Project Partners from current \$100,000 annual amount to proposed \$130,000 annual amount and approve any necessary amendments to agreement, in a form approved by the City Attorney, within approved budget. Authorize Public Works Director to approve and execute one-year extensions up to a maximum three-year extension with Project Partners, with each extension amounting to \$130,000.

### **PRIORITY POLICY STATEMENT**

This item matches the following Budget Policy Priority Statements:

- Infrastructure and City Assets
- Fiscal and Organizational Stability.

### FISCAL IMPACT

The City of Fullerton (“City”) will pay for the proposed hiring of two part-time Civil Engineer consultants from JIG Consultants in an amount up to \$209,000 by a combination of vacancy savings in the Fiscal Year 2021-22 Water Fund budget (20%) and from Capital Improvement Program (CIP) project funds (80%).

The City will pay for the proposed hiring of a Principal Civil Engineer consultant from Project Partners by vacancy savings from the vacant Principal Civil Engineer – Water position (20%) and from CIP project funds (80%). Extensions will be subject to the availability of funds.

### DISCUSSION

The City of Fullerton has had a vacancy in its Principal Civil Engineer position dedicated to Water activities for over three years due to salary and specialized qualifications (P.E. license registration and managerial water experience) required for this position. The Civil Engineer incumbent in the Water Division will soon take leave for approximately six months.

In order to backfill for these positions, the City contacted four of its on-call Water Engineering Design firms in early August 2021 for staff augmentation services. At the time, none of the firms had staff available for either position.

On August 19, 2021, staff issued a Request for Proposals (RFP) (Attachment 4) to solicit contract support to temporarily fill its Principal and Civil Engineer positions in the Water Engineering Division. On September 15, 2021, the City received proposals from the following firms for the respective positions in alphabetical order:

#### Civil Engineer

- Project Partners
- SA Associates

#### Principal Civil Engineer

- CWE
- Project Partners

A selection panel consisting of Public Works staff reviewed and evaluated proposals based on the firms’ relevant experience and qualifications, including experience and qualifications of the proposed Civil Engineer and Principal Water Engineer, organization, and the proposed work plan. The panel invited candidates from all three firms to participate in the final step of the selection process – the oral interview.

#### *Civil Engineer*

The two candidates from Project Partners were not a suitable fit for the Civil Engineer position. One candidate from SA Associates was a suitable fit, however SA Associates subsequently withdrew this Civil Engineer candidate for consideration.

As a result, staff reached out to JIG Consultants, who is on the City’s on-call Water Engineering Design list, in October 2021 to see if they had a potential Civil Engineering

contractor. JIG Consultants have an agreement with the City that provides services and contract staffing for several engineering disciplines, including Water Engineering. JIG Consultants has two candidates available for part-time contract work who can fill the City's Civil Engineer (Water) position. The City interviewed both candidates and determined them to be capable of fulfilling the Civil Engineer duties on a dual basis.

Staff proposed that the two candidates will collectively work at City Hall for up to six months. They will assume project management, construction management and/or responsibilities over the following CIP projects:

- 1) Las Palmas Pump Station (3B-4) Upgrades
- 2) Well 7A Construction
- 3) Mark III Water Main Replacement
- 4) Water Facilities Emergency Generator
- 5) Coyote 1C Tank Rehabilitation.

They will also provide support for the Main Plant PFAS Water Treatment Plant, Well 1A Upgrades, Well 3A Upgrades, Well 15A Rehabilitation, SCADA Master Plan and Marion Area Infrastructure Improvements projects; assist in water grant procurement; work closely with staff on reviewing plans and studies and manage other projects as assigned.

#### *Principal Civil Engineer*

The City interviewed three contractor candidates for the Principal Civil Engineer position. The City desires to select Mr. Shaikh with Project Partners as the best match for the City's present water engineering needs. Mr. Shaikh is a registered Professional Engineer with over 30 years of experience in the water industry, including 14 years with the City of Anaheim. He also has experience supervising and managing water engineering functions.

Staff proposed that Mr. Shaikh work at City Hall on a part-time basis for up to one year. He will provide support in the management of the Water Engineering Section and assist the Public Works Director and City Engineer on all water-related matters. Other responsibilities include approving water engineering studies, construction plans, specifications and cost estimates; ensuring the achievement and effective reporting of water CIP projects and tracking water-related grant opportunities. The Consultant may also represent the City at various external water agencies.

Project Partners is a staff augmentation firm that specializes in providing professional civil engineers. If Mr. Shaikh cannot fulfill his responsibilities as a Principal Civil Engineer, the City may elect to interview and use the services of another professional engineer working for Project Partners.

#### Attachments:

- Attachment 1 – JIG Consultants On-Call Proposal, Resumes, Hourly Rates
- Attachment 2 – JIG Consultants Existing On-Call Professional Services Agreement

- Attachment 3 – Project Partners Existing Professional Engineering Services
- Attachment 4 – Project Partners Professional Services Agreement Amendment