



Camarillo City Council

AGENDA REPORT

Date: June 12, 2024

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Dave Klotzle, Public Works Director

Subject: Land Development Engineering and Technical Plan Check Services – Professional Services Agreements

BACKGROUND

Land Development engineering and technical plan check services are currently provided by engineering consulting firms to facilitate the review and approval of private Land Development projects. To avoid a conflict of interest, these services may only be performed by firms which are not providing consultant engineering services to private developers for land development projects within the City of Camarillo.

Land Development engineering and technical plan check services are currently performed by Willdan Engineering, Inc. and m6 Consulting, Inc. These agreements were originally approved by City Council on June 26, 2019, and will expire on June 30, 2024.

DISCUSSION

On December 14, 2023, staff posted a Request for Qualifications (RFQ) for professional services for Land Development engineering and technical plan check services on the City of Camarillo PlanetBids portal and the advertisement was also published in the Ventura County Star. Statement of Qualifications (SOQs) were received on January 16, 2024.

The City received three SOQs from the following consultants:

- m6 Consulting, Inc.
- NV5 West, Inc.
- Willdan Engineering, Inc.

The consultant selection committee composed of City staff from the Public Works Land Development Division reviewed the SOQs and interviewed all three firms. Based on the interview, their SOQ, and their experience in Land Development engineering and technical plan check services, m6 Consulting, Inc. (m6) and Willdan Engineering, Inc. (Willdan) were unanimously selected as the most qualified firms to provide the necessary services for Land Development projects. Staff negotiated a scope of services and fee

with m6 and Willdan and recommends awarding professional services agreements with m6 in the amount of \$75,000 and Willdan in the amount of \$450,000 to provide Land Development engineering and technical plan check services and authorize the City Manager to execute future amendments to the Agreement for minor revisions such as adding services to the scope of work or adding new/revised positions to the fee schedule, as needed. The agreement term will be from July 1, 2024, to June 30, 2027, with an option to extend the agreement for two one-year periods.

The FY 2024/25 Proposed Budget includes \$175,000 for Land Development engineering and technical plan check services. Budgeted amounts are based on the estimated amount of Land Development engineering and technical plan check services to be provided by the consultants. The budget is determined by estimating the number of private development projects that may be processed during the budget cycle. A mid-year or year-end budget adjustment [DK1] may be needed if more projects are processed than anticipated. If this occurs, additional revenue will be collected from the projects to offset the increased expenditure.

FISCAL IMPACT

Funds for Land Development engineering and technical plan check services will be included in the FY 2024/25 Proposed Budget, General Fund, Public Works Subdivision Engineering Account No. 101-3101-431.32-14.

RECOMMENDATION

1. Authorize the City Manager to execute Agreement No. 2024-110 with m6 Consulting, Inc. in the amount of \$75,000; and
2. Authorize the City Manager to execute Agreement No. 2024-111 with Willdan Engineering, Inc. in the amount of \$450,000; and
3. Authorize the City Manager to execute future amendments to the Agreements with m6 Consulting, Inc. and Willdan Engineering, Inc. up to the authorized amounts.

ATTACHMENTS

1. Agreement No. 2024-110
2. Agreement No. 2024-111

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None