



# City of San Leandro

Meeting Date: January 19, 2021

## Staff Report

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**File Number:** 20-611 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.M.

**TO:** City Council

**FROM:** Fran Robustelli  
Interim City Manager

**BY:** Keith Cooke  
Engineering & Transportation Director

**FINANCE REVIEW:** Susan Hsieh  
Finance Director

**TITLE:** Staff Report for a City of San Leandro City Council Resolution to Approve Amendment No. 1 to a Consulting Services Agreement with Lee & Ro, Inc. for Staff Augmentation Services Related to Capital Projects Management for an Increase of \$216,620 from Measure B/BB Funds for a Total Contract Amount of \$531,464 and to Extend the Term of the Contract to December 31, 2021

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### SUMMARY AND RECOMMENDATIONS

This contract amendment provides for consulting services to provide staff support to assist City staff to manage the design and construction management of capital projects.

Staff recommends the following:

- Approve Amendment No. 1 to an existing Consulting Services Agreement (CSA) with Lee & Ro, Inc. (Lee & Ro) that:
  - Provides staff augmentation for capital project management;
  - Increases the contract amount by \$216,620 resulting in a total contract amount of \$531,464 and
  - Extends the existing contract to December 31, 2021.

### BACKGROUND

The Engineering and Transportation Department performs project management for capital improvement projects in the City. The quadrupling of Measure BB funding as a result of our Local Streets Rehabilitation Grant has significantly increased the Department's workload such that temporary staffing was needed to complete projects within grant requirement timelines and efficiently meet the City's needs.

On July 15, 2019, by Resolution No. 2019-127, the City Council authorized a CSA with Lee & Ro to provide staff support for capital projects management. Engineering services provided by the

consultant included CIP management equivalent to the level of services expected of an associate engineer, including consultant project design oversight, construction management and project closeout. The consultant's work is focused on Measure B/BB funded street rehabilitation related projects.

**Analysis**

Previously, the City unsuccessfully attempted to hire a contract engineer to help with the workload that the Engineering and Transportation Department was experiencing. Based on a response to a City request for proposals for consultant support services, the City hired Lee & Ro, Inc. to ensure that projects are delivered in a timely and efficient manner. Lee & Ro, Inc. has performed admirably on the existing contract and approving this CSA amendment will ensure that the projects currently in various stages of completion will be delivered on time without lapses that would result if City were to solicit for a new contract.

The current street rehabilitation workload is estimated to require up to 1,200 hours of project management. Staff determined that extending the existing contract for this work is the most efficient way to supplement current staff capacity, and to ensure timely delivery of the CIPs. This amendment will extend the existing term by five months and will be funded with Measure B/BB funds. Staff recommends that the City Council approve CSA Amendment No. 1 with Lee & Ro for a not-to-exceed amount of \$216,620, resulting in a total contract amount of \$531,464, and to extend the term of the contract to December 31, 2021.

**Current Agency Policies**

- Place San Leandro on a firm foundation for long-term fiscal sustainability
- Maintain and enhance San Leandro's infrastructure

**Previous Actions**

- On July 15, 2019, by Resolution No. 2019-127, the City Council authorized the City Manager to execute a consulting services agreement with Lee & Ro to provide staff augmentation services in the amount of \$314,844.

**Applicable General Plan Policies**

T 5.3 Maintenance. Regularly maintain City streets and traffic control devices to ensure that streets operate safely and efficiently. The City will strive for an overall Pavement Condition Index of 76, which is the lower limit of industry best practices.

**Fiscal Impacts**

The total cost of this consulting services agreement is \$531,464 as detailed below:

Original Consulting Services Amount	\$314,844
<u>CSA Amendment No. 1 Costs</u>	<u>\$216,620</u>





# City of San Leandro

Meeting Date: January 19, 2021

## Resolution - Council

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**File Number:** 20-612

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Fran Robustelli  
Interim City Manager

**BY:** Keith Cooke  
Engineering & Transportation Director

**FINANCE REVIEW:** Susan Hsieh  
Finance Director

**TITLE:** RESOLUTION of the City of San Leandro City Council to Approve Amendment No. 1 to a Consulting Services Agreement with Lee & Ro, Inc. for Staff Augmentation Services Related to Capital Projects Management for an Increase of \$216,620 from Measure B/BB Funds for a Total Contract Amount of \$531,464 and to Extend the Term of the Contract to December 31, 2021 (provides for additional staff support services for the management of City capital projects using Measure B/BB funds)

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WHEREAS, an agreement dated August 22, 2019 exists between the City of San Leandro and Lee & Ro, Inc.; and

WHEREAS, an extension of the contract to December 31, 2021 is recommended by staff; and

WHEREAS, a contract amendment is required to compensate for additional staff support services in the amount of \$216,620 from Measure B/BB funds for a total contract amount of \$531,464; and

WHEREAS, Amendment No. 1 to the agreement, a copy of which is attached, was presented to this City Council; and

WHEREAS, the City Council is familiar with the contents thereof; and

WHEREAS, the City Manager recommends approval of said amendment to the agreement.

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

That said Amendment No. 1 is hereby approved and execution by the City Manager is

hereby authorized.

**AMENDMENT NO. 1 TO CONSULTING SERVICES AGREEMENT BETWEEN  
THE CITY OF SAN LEANDRO AND  
LEE & RO, INC.  
FOR  
STAFF AUGMENTATION SERVICES**

This **Amendment No. 1** ("Amendment") is made by and between the City of San Leandro ("City") and Lee & Ro, Inc ("Consultant") (together sometimes referred to as the "Parties") as of \_\_\_\_\_, 20\_\_, and amends that certain Consulting Services Agreement ("Agreement") dated August 22, 2019, between the Parties.

**WHEREAS**, City and Consultant have executed the Agreement, pursuant to which Consultant has provided certain consulting services to City with regard to Staff Augmentation Services, and

**WHEREAS**, the Parties desire to amend the Agreement to include additional consulting services.

**NOW THEREFORE**, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree to amend the Agreement as follows:

1. Section 1.1 of the Agreement entitled "Term of Services" is hereby amended to extend the term from July 31, 2021, to December 31, 2021; and

2. Section 2 of the Agreement entitled "Compensation" is hereby amended to pay Consultant a sum not to exceed FIVE HUNDRED THIRTY-ONE THOUSAND, FOUR HUNDRED SIXTY-FOUR DOLLARS AND NO CENTS (\$531,464); and

3. Exhibit B of the Agreement entitled "Compensation Schedule & Reimbursable Expenses" is hereby replaced in its entirety by the following Exhibit B.

**EXHIBIT B**

**COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES**

<u>Original Contract</u>							
Description	Engineer \$145/hr	Admin \$112/hr	Total Hours	Labor Costs	Mileage		Total Costs
					Trips	Amount	
Staff Augmentation	2,080 hrs	24 hrs	2,104	\$304,288	260	\$10,556	\$314,844
CSA Amendment No. 1							
	Engineer \$177/hr	Admin \$112/hr	Total Hours	Labor Costs			
	1,170 hrs	24 hrs	1,194	\$209,778	170	\$6,842	\$216,620
<b>New Total</b>	<b>3250 hrs.</b>	<b>48 hrs</b>	<b>3,298 hrs</b>	<b>\$514,066</b>	<b>430</b>	<b>\$17,398</b>	<b>\$531,464</b>
Notes:							
1. Administrative assistance (2 hours/month for invoice)							
2. Mileage is based on 70 miles per round trip @ \$0.575/mile							

4. All other terms shall remain in full force and effect.

This Amendment may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

**SIGNATURES ON FOLLOWING PAGE**

The Parties have executed this Amendment as of the date first written above. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF SAN LEANDRO

LEE & RO, INC.

\_\_\_\_\_  
Frances M. Robustelli, Interim City Manager

\_\_\_\_\_  
Charles Ro, President  
Consultant's Signature

Attest:

\_\_\_\_\_  
Leticia I. Miguel, City Clerk

Budget Approved:

Approved as to Fiscal Authority:

\_\_\_\_\_  
Susan Hsieh, Finance Director

\_\_\_\_\_  
141-38-413-5120  
Account Number

Approved as to Form:

\_\_\_\_\_  
Richard D. Pio Roda, City Attorney

\_\_\_\_\_  
Keith R. Cooke, Engineering and Transportation Director  
Department Head's Signature