



STAFF REPORT

City Council

Meeting Date: 8/6/2018
Staff Report Number: 18-142-CC

Consent Calendar: **Authorize the City Manager to execute agreements, not to exceed an aggregate of \$200,000, for Public Works and Community Development organizational reviews**

Recommendation

Staff recommends the City Council authorize the city manager to execute agreements in an amount not to exceed a total budgeted of \$200,000 for Community Development and Public Works departmental organizational reviews.

Policy Issues

This action is consistent with two items in the 2018 City Council work plan: organizational study of the Public Works Department and Organizational Study of the Community Development Department. In addition, contracting out for specialized services is consistent with City Council goals. The use of the consultant requires City Council authorization because the anticipated total dollar amount of the contract may exceed the city manager's signing authority.

Background

The City has hired consultants in the past to perform organizational analyses of most of its departments. The purpose of these studies is for the city to be the most efficient, effective and responsive it can be. Independent consultants evaluate the departments' organization, operations, and service delivery and identify areas to implement best practices from other well-run departments.

Staff released a request for proposals (RFP) May 23, 2018, with proposals due June 18, 2018. The city received seven proposals in response to the RFP as listed in Table 1.

Analysis

Staff has set up an evaluation process for the proposers made up of executive and management staff. Three firms were interviewed July 16, 2018. Staff is still in the process of reference checking and evaluating project scope. All the firms that submitted proposals are well-known in the industry and very experienced. Due to fewer City Council meetings in the summer, staff is requesting authorization to proceed with the process to select and award a contract.

A firm will be selected which provides the best value to the organization. Cost will be considered along with the firm's approach, consultant team being assigned to the project, recent similar experience, and the combination of expertise most appropriate for the functions in the Public Works and Community Development departments.

Table 1: RFP proposal submissions		
Firms	Home office	Total Fee
Citygate Associates, LLC	Folsom, CA	\$176,378
Interwest Consulting Group, Inc.	Pleasanton, CA	\$76,500
Kelly Associates Management Group, LLC and Bucknam and Associates, LLC	Fullerton, CA	\$91,250
LA Consulting, Inc. (public works only)	Manhattan Beach, CA	\$89,067
Management Partners	San Jose, CA	\$115,000
Matrix Consulting Group	Mountain View, CA	\$108,900
Novak Consulting Group	Ohio	\$84,400

Impact on City Resources

The City Council adopted fiscal year budget 2018-19 includes sufficient funds to contract with any of the responsive firms.

Environmental Review

This action is not a project within the meaning of the California Environmental Quality Act (CEQA) Guidelines §§ 15378 and 15061(b)(3) as it proposes an organizational structure change that will not result in any direct or indirect physical change in the environment.

Public Notice

Public Notification was achieved by posting the agenda, with the agenda items being listed, at least 72 hours prior to the meeting.

Report prepared by:
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