



Honorable Mayor and Members of the Hermosa Beach City Council

**AWARD OF PROFESSIONAL SERVICES AGREEMENTS FOR ON-CALL STAFF
AUGMENTATION SERVICES TO TRANSTECH ENGINEERS AND Z&K
CONSULTANTS**

(Public Works Director Joe SanClemente)

Recommended Action:

Staff recommends City Council:

1. Award a contract for on-call staff augmentation services to Transtech Engineers, Inc. at a not-to-exceed amount of \$750,000 for a term of five years ending June 25, 2030, with an option to allow the City manager to extend up to one additional year (**Attachment 6**);
2. Award a contract for on-call staff augmentation services to Z&K Consultants at a not-to-exceed amount of \$750,000 for a term of five years ending June 25, 2030, with an option to allow the City Manager to extend up to one additional year (**Attachment 7**); and
3. Authorize the Mayor to execute and the City Clerk to attest the proposed agreements subject to approval by the City Attorney.

Executive Summary:

The City of Hermosa Beach employs third specialist to assist with on-call staff augmentation services to support ongoing city operations and ensure the necessary personnel to meet project deadlines, maintain service quality, address increased workloads across projects, and avoid delays that could impact residents and city functions. Following a competitive Request for Qualifications (RFQ) process, staff recommends the City Council award the on-call staff augmentation services to Transtech Engineers, Inc., and Z&K Consultants, at a not-to-exceed amount of \$750,000 for each, and a term of five years ending June 25, 2030. Staff also recommends City Council approval of an option to allow the City Manager to extend each Agreement up to one additional year.

Background:

The City's Public Works Department relies on the assistance of third-party professional services to assist with the advancement of the City's Capital Improvement Projects, deferred maintenance needs, engineering support services and related services, and other department needs without the expense of full-time employees. The City's Public

Works Department is responsible for engineering and oversight of the City's Capital Improvement Program (CIP), maintenance of City facilities and parks, public counter services including plan check and permit issuance, managing and maintain the public right of way, grant management, storm drains and sewers, utility districts and utility coordination, and a wide variety of other programs and services that maintain and enhance infrastructure that supports the daily life of residents, businesses, and visitors. The Department is also responsible for advancing requests by the community and City Council. However, there are several challenges that can impact the department's ability to consistently meet the growing demands of the City. The Department has just 14 full-time engineering and administrative positions dedicated to the oversight of a large array of critical programs and services covering a wide breadth of engineering and operational disciplines. A vacancy in any one of these positions can result in significant disruption in the delivery of these services.

The Department has several active construction projects and regularly oversees the construction of other third-party construction work in the public right-of-way that often requires additional support beyond full-time staffing. The Department is also called upon to expedite certain projects that may require supplemental project management resources, or advance unique, complex projects, or program improvements, that may require outside expertise. To augment finite staff resources, the City has a longstanding practice of hiring outside expertise through a variety on on-call contracts; however, many of these contracts are reaching expiration or spending authority and do not provide the flexibility required for the department to fulfil staff augmentation needs or other specialized services.

On-call staff augmentation services provide the Public Works Department with the flexibility, expertise, and resources necessary to respond to dynamic workloads, address specialized needs, and ensure seamless, continued delivery of essential services to the community. By leveraging these services, the department can adapt to fluctuating demands, address unexpected events, provide a higher level of service to city residents, and ensure continuous operations. All in all, the staff augmentation services will allow flexibility among staff to focus central efforts on the current capital improvement projects and will allow us to free up resources to complete the more urgent tasks requested by City Council.

The RFQ approach, which includes a formal competitive advertisement process, provides the City with a list of pre-qualified professional to serve on the "bench" for the coming five years without the need to go out for a separate request for proposals (RFP) each time a routine service is needed. For this solicitation staff is recommending contracts be awarded to the top two ranked firms. As work is identified, the City will solicit proposals from one, or more, of the selected on-call firms. The designated Consultant(s) shall then provide a cost proposal (per the agreed upon rates), fee, and a schedule per each task order issued by the City. A task order will then be negotiated and executed between the

City and the selected firm. Compensation will be based on a time and materials with a not-to-exceed limit agreed upon by both the Consultant and City before work begins. The selected consultant would serve as an extension of City staff and will provide a variety of as-needed staff augmentation services or other specialty support functions for the Department of Public Works. The RFQ approach improves efficiency and expedites commencement of work and project delivery.

Analysis:

On April 23, 2025, the City issued a Request for Qualifications (RFQ) 25-001 (**Attachment 1**) inviting experienced and highly qualified firms to submit a statement of qualification through a competitive process. The RFQ was on the City's online bidding platform, Planet Bids. On Thursday, May 15, a total of eleven proposals were received in response to the RFQ. To address the broader expertise and experience needed to assist the Public Works Department with delivering its CIP, programs and services, and other needs as they arise, staff required each firm to assemble a team capable of performing, at a minimum, all elements of the scope of work as outlined in the RFQ, including, but not limited to general staff augmentation services, project and program management, engineering support services, and construction engineering and inspection services.

The proposing firms are listed below in alphabetical order:

- Absolute Information Technologies;
- CWE;
- Hotop Consulting;
- H.W. Lochner;
- Ladayu Consulting;
- Transtech;
- Veracity Solutions;
- Willdan Engineering;
- William W. Professional Staffing;
- Z&K Consultants; and
- Zivahh.

The proposals were independently evaluated in detail by a staff review panel and scored based on the following weighted criteria:

- Relevant Experience and Expertise (50 percent)
 - Recent demonstrated experience providing similar staff augmentation services for other Public Works Departments.
 - The depth and appropriateness of experience of individual members of the technical team as they relate to the scope of work.

- The consultant team’s ability to dedicate a strong contract manager, knowledge with the needs of a Public Works Department, that will serve as a single point of contact for the duration of the project.
- Approach and Methods (25 percent)
 - Demonstration of the team’s ability to be responsive to the City’s needs and provide a high level of customer service.
 - Evidence of the team’s ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.
 - Evidence of the team’s ability to successfully deliver project tasks and deliverables within the identified project budget and minimize cost overruns.
 - Demonstration of the team’s commitment to accurate and superior work products and services as detailed in the project management plan.
 - A well thought-out and tailored approach to as-needed work that responds to the City’s particular issues and needs.
 - Incorporation of innovative and/or creative approaches for providing the services that will maximize efficient, cost-effective operations or increased performance abilities.
- Administration (25 percent)
 - Billing rates and ability to comply with billing requirements
 - The extent and nature of any proposed amendments to the City’s Professional Services Agreement.

The evaluation sought out firms with experience in on-call staff augmentation services and with a proven, responsible, and responsive contract manager to ensure timely execution of all work and to assist with an urgently anticipated task order or unanticipated staffing need. Based on a comprehensive review, and following interviews with top ranked firms, staff recommends award of contracts for on-call staff augmentation services to the top two ranking firms, Transtech Engineers, Inc. (**Attachments 2 and 3**), and Z&K Consultants (**Attachments 4 and 5**). Transtech Engineers, Inc., and Z&K Consultants, requests were ranked the highest according to the weighted selection criteria versus the other proposals received. The proposer rankings are as follows:

Ranking	Company
1	Transtech Engineers, Inc.
2	Z&K Consultants
3	Willdan Engineering
4	CWE
5	H.W. Lochner
6	Ladayu Consulting
7	Hotep Consulting, LLC
8	William W. Professional Staffing
9	Zivahh, LLC

Ranking	Company
10	Absolute Information Technologies, Inc.
11	Veracity Solutions

Transtech Engineers, Inc., and Z&K Consultants exhibited the greatest understanding of the City’s needs and ability to provide on-call staff augmentation services while ensuring the highest quality. Transtech Engineers, Inc., has provided on-call services for the City since 2019 and has provided exceptional service. Z&K Consultants brings a strong background in engineering services, project and construction management, and on-call staff augmentation services, currently providing similar services for over fifty municipalities throughout Southern California. Staff contacted references provided in the respective proposals and received positive comments about each firm’s work.

If approved, on-call staff augmentation services would immediately begin with both firms. Staff recognized the need to have two on-call staff augmentation teams for flexibility and ensure ability to fulfill urgent and specialize department needs. This approach improves timeliness and efficiency that meets the needs of the City and the community. The proposed contract for each firm includes a not-to-exceed amount of \$750,000 and a term of five years ending June 10, 2030, with an options to allow the City Manager to extend up to one additional year. While the total not-to-exceed amount for the two contracts combined is substantive at \$1,500,000, the contracts would be utilized on an as-needed basis over five to six years. On-call agreements do not guarantee any amount of work and offer the City flexibility.

General Plan Consistency:

PLAN Hermosa, the City’s General Plan, was adopted by the City Council in August 2017. The award of contracts to provide on-call staff augmentation services to the City is key to the effective and efficient implementation of the Hermosa Beach community vision and supports several PLAN Hermosa goals and policies that are listed below.

Governance Element

Goal 4. A leader and partner in the region.

Policy:

- **4.4 Regional transportation and infrastructure decisions.** Actively support regional transportation and infrastructure projects and investment decisions that benefit the City and the region.

Land Use + Design

Goal 1. Create a sustainable urban form and land use patterns that support a robust economy and high quality of life for residents.

Policy:

- **1.1 Diverse and distributed land use pattern.** Strive to maintain the fundamental pattern of existing land uses, preserving residential neighborhoods, while providing enhancement of corridors and districts in order to improve community activity and identity

Goal 4. A variety of corridors throughout the city provide opportunities for shopping, recreation, commerce, employment, and circulation.

Policy:

- **4.9 Streetscape enhancements.** Facilitate streetscape improvements, add pedestrian amenities that attract new uses, and revitalize the corridors.

Goal 6. A pedestrian focused-urban form that creates visual interest and a comfortable outdoor environment.

Policies:

- **6.2 Streetscaping.** Proactively beautify existing streetscapes with street trees, landscaping, and pedestrian-scaled lighting.
- **6.4 Street lighting for safety.** Improve street lighting for public safety and prioritize areas near parks and schools for lighting improvements.

Mobility

Goal 1. Complete streets that serve the diverse functions of mobility, commerce, recreation, and community engagement for all users whether they travel by walking, bicycling, transit, or driving.

Policy:

- **Target investments.** Target public streetscape and infrastructure investments in locations with high potential for both public and private return on investment and long-term community value.

Goal 2: A public realm that is safe, comfortable, and convenient for travel via foot, bicycle, public transit, and automobile and creates vibrant, people-oriented public spaces that encourage active living.

Policy:

- **2.1 Prioritize public right-of-ways.** Prioritize improvements of public right-of-ways that provide heightened levels of safe, comfortable and attractive public spaces for all non-motorized travelers while balancing the needs of efficient vehicular circulation.

Goal 3: Public rights-of-way supporting a multimodal and people-oriented transportation system that provides diversity and flexibility on how users choose to be mobile.

Policies:

- **3.1 Enhance public right-of-way.** Where right-way clearance allows, enhance public right-of-way to improve connectivity for pedestrians, bicyclists, disabled persons, and public transit stops.
- **3.2 Complete pedestrian network.** Prioritize investment in designated priority sidewalks to ensure a complete network of sidewalks and pedestrian-friendly amenities that enhances pedestrian safety, access opportunities and connectivity to destinations.

Parks + Open Space

Goal 1. First class, well maintained, and safe recreational facilities, parks, and open spaces.

Policy:

- **1.1 Facility Upgrades.** Improve and update park and open facilities on a regular basis.

Goal 2. Abundant parks, open space, and recreational facilities to serve the community.

Policy:

- **2.6 Investment and maintenance.** Prioritize the investment and maintenance of existing facilities prior to development and expansion of new facilities.

Goal 7. The beach offers high quality recreational opportunities and amenities desired by the community.

Policies:

- **7.2 Amenity Upkeep.** Continue to update, replace, and add new public restrooms, water fountains, and other City-maintained beach facilities on an ongoing basis.
- **7.7 Recreational equipment.** Periodically evaluate and, as necessary, update the recreational equipment on the beach to endeavor to meet the needs and visitors and residents of all ages and abilities.

Infrastructure

Goal 1: Infrastructure systems are functional, safe, and well maintained.

Policies:

- **1.2 Priority Investments.** Use City Council established priorities and the Capital Improvement Program (CIP) to identify and allocate funding for projects identified in the infrastructure plan.
- **1.5 New technologies.** When, feasible, utilize emerging technologies and funding strategies that improve infrastructure efficiency, sustainability, and resiliency.
- **1.9 Preventative street maintenance projects.** Include street slurry projects and other preventative projects in the CIP each year, with sufficient funding.

Goal 2: Roadway infrastructure maintenance supports convenient, attractive, and complete streets and associated amenities.

Policy:

- **2.4 Sidewalk Improvements.** Consider innovative funding strategies, such as cost-sharing, ADA accessibility grants, or sidewalk dedications, to improve the overall condition, safety, and accessibility sidewalks.

Goal 4: The sewer system infrastructure is modernized and resilient.

Policy

- **4.5 Sewer system rehabilitation.** Implement the rehabilitation projects recommended in the sanitary Sewer Master plan.

Goal 5: The stormwater management system is safe, sanitary, and environmentally and fiscally sustainable.

Policies:

- **5.6 Stormwater system repairs.** Ensure that stormwater system repairs are included in maintenance plans for other City infrastructure and that repairs and maintenance art completed in a timely manner to prevent additional repair cost.
- **5.9 Evaluate and retrofit.** Evaluate existing systems and retrofit to meet current standard and infiltration best practices.

Fiscal Impact:

Funds for the on-call staff augmentation services are budgeted in the Public Works Administration Contract Services Account at 001-4202-4201 or as part of various Capital Improvement Projects (CIP) budget for specific projects at XXX-8XXX-4201 as needed.

The Fiscal Year 2025-26 Public Works Administration and Engineering Budget includes \$390,000 for Staff Augmentation and Professional Services As Needed. Staff will budget the remainder of the augmentation service contracts as part of future City fiscal year budget cycles.

Agreement Request			
Agreement	Request Amount	FY 2025-26 Budget Dept. Account #	Contract Amount
Transtech Engineers	\$750,000	001-4202-4201 XXX-XXXX-4201	\$750,000
Z&K Consultants	\$750,000		\$750,000
Total:	\$1,500,000		\$1,500,000

Attachments:

1. RFQ 25-001: On-Call Staff Augmentation Services
2. Transtech Engineers, Inc. Proposal
3. Transtech Engineers, Inc. Fee Schedule
4. Z&K Consultants Proposal

5. Z&K Consultants Fee Schedule
6. Proposed Agreement with Transtech Engineers, Inc
7. Proposed Agreement with Z&K Consultants

Respectfully Submitted by: Michael Dell'Amico, Management Analyst

Concur: Saad Malim, City Engineer

Concur: Joe SanClemente, Public Works Director

Noted for Fiscal Impact: Henry Chao, Finance Manager

Concur: Brandon Walker, Administrative Services Director

Legal Review: Todd Leishman, Interim City Attorney

Approved: Steve Napolitano, Interim City Manager