



# City of La Quinta

**CITY / SA / HA / FA MEETING DATE:** May 5, 2015

**AGENDA CATEGORY:**

**ITEM TITLE:** APPROVE AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH NAI CONSULTING FOR PROJECT MANAGEMENT AND CONTRACT ADMINISTRATIVE SUPPORT SERVICES

**BUSINESS SESSION:**

**CONSENT CALENDAR:** 21

**STUDY SESSION:**

**PUBLIC HEARING:**

---

## **RECOMMENDED ACTION:**

Approve Amendment No. 1 to the Professional Services Agreement with NAI Consulting in the amount of \$77,100 for project management and contract administrative support services.

## **EXECUTIVE SUMMARY:**

- The City relies on NAI Consulting as staff augmentation for Capital Improvement Program (CIP) project management and administrative support services.
- Due to a higher than normal work volume, an increase in the current contract limit is necessary in order to complete the design phase of projects scheduled for bidding this spring.
- Amendment No. 1 (Attachment 1) will add an additional \$77,100 to provide needed services for the remainder of the fiscal year.

## **FISCAL IMPACT:**

No additional appropriation is necessary since individual project management budgets are approved for each individual CIP project when Council annually approves the CIP Plan.

## **BACKGROUND/ANALYSIS:**

In order to efficiently design and administer the City's capital projects, consultant staff extension services have been used for CIP project management and

administrative support since 1997. This year has been particularly busy for the CIP including high priority paving and drainage projects that caused higher than normal project management expenditures in the beginning of the fiscal year. As in years past, NAI Consulting has provided excellent support on these projects; however, due to the higher than normal volume of work, an increase in the contract limit is necessary in order to complete the design phase of projects scheduled for bidding this spring. Staff therefore recommends amending NAI Consulting's contract authority so that their services will be available through June 2015.

**ALTERNATIVES:**

For continuity of project management, staff does not recommend an alternative action.

Report prepared by: Ed Wimmer, P.E., Principal Engineer

Report approved for submission by: Timothy R. Jonasson, P.E.

Public Works Director/City Engineer

Attachment:           1. Amendment No. 1

MAY 5, 2015

PROFESSIONAL SERVICES AGREEMENT  
PROJECT MANAGEMENT AND  
CONTRACT ADMINISTRATIVE SUPPORT SERVICES

CONSULTANT: NAI Consulting, Inc.  
Attention: Nick Nickerson  
President  
68955 Adelina Road  
Cathedral City, CA 92234

PROFESSIONAL SERVICES AGREEMENT AMENDMENT NO. 1

\*\*\*\*\*

Pursuant to the terms of the original Professional Services Agreement, you are hereby directed to make the herein described changes or do the following described work not included in the original scope of work and fee schedule for this Agreement. Unless otherwise stated all work shall conform to the terms, general conditions, and special provisions of the Agreement.

\*\*\*\*\*

DESCRIPTION OF CHANGE

This contract amendment authorizes additional contract funding, in the amount of \$77,100 for NAI Consulting to continue to provide project management and contract administrative support services through June 2015. NAI's additional work request, dated April 20, 2015, is attached and made part of this contract amendment.

\*\*\*\*\*

Previous Contract Amount	\$398,400.00
Add this Amendment	\$ 77,100.00
Revised Contract Total	\$475,500.00

\*\*\*\*\*

Submitted

By:

Date:

Approved

By:

Date:

\*\*\*\*\*

*We, the undersigned Consultant, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, perform all labor, except as may be noted above, and perform all services necessary to complete the above specified work, and hereby accept as full payment the amount shown above.*

Accepted By: *Lloyd T. [Signature]* Title: *President*

Consultant: *NAI Consulting, Inc* Date: *4-23-15*



68-955 Adelina Road  
Cathedral City, CA 92234  
[760] 323-5344

April 20, 2015

Ed Wimmer, P.E., Principal Engineer  
Engineering Services Division  
City of La Quinta Public Works Department  
78-495 Calle Tampico  
La Quinta, CA 92253

Reference: NAI Consulting, Inc. Professional Services Agreement for Project  
Management and Contract Administrative Support Services

Subject: Additional Work Request No. 1

Dear Mr. Wimmer,

NAI Consulting, Inc. (NAI) respectfully requests the City approve an increase to our time and materials budget, in the amount of \$77,100, for Fiscal Year 2014/2015.

NAI's base contract was issued on June 1, 2014 in the amount of \$398,400. The time and materials budget was based on the following 12 month man power estimate:

Staff Member	Total Hours	Hourly Rate	Extended Cost
Nick Nickerson, Project Manager	1,400	\$145.00	\$203,000
Lorissa Gruehl, Senior Civil Engineer	1,020	\$145.00	\$147,900
Joshua Nickerson, Associate Engineer	250	\$125.00	\$31,250
Jennifer Gonzalez, Admin Support	250	\$65.00	\$16,250
Total:	2,920		\$398,400

When considering vacation and holiday time, each NAI staff member has 1,879 working hours available each year. As illustrated, NAI committed the equivalent of 1.5 person years to work on assigned work objectives beginning June 1, 2014. The approved contract amount did not include budget for sub-consultant assistance. During the course of the year, the City requested NAI obtain sub-consultant services valued at \$15,380. These services were necessary to complete the design of the Horseshoe Drive Drainage Improvement and the Avenue 52 at Jefferson Street Roundabout Improvement.

The following represents a summary of NAI's contract billing during the past 11 months:

Base Contract Amount:	\$398,400
Amount Billed Through March 31, 2014:	\$375,884
Total Contract Amount Remaining as of April 1, 2014:	\$22,516

Considering NAI's contract was planned for a 12 month period, the monthly billing average is \$33,200 (\$398,400/12). NAI is requesting an amendment increasing the contract amount by \$77,100 which would enable NAI to continue its services through the end of June 2015.

NAI is currently working on the following assigned projects:

2014-02 Jefferson Street Roundabout	Council to consider PS&E May 2015
2013-02 Misc. Parks ADA Improvements	PS&E submittal to City Staff May 2015
2014-13a Library Interior Improvements	Council to consider PS&E June 2015
2014-13b Library Parking Lot Expansion	Council to consider PS&E July 2015
FY 15/16 Slurry Seal North La Quinta	Council to consider PS&E June 2015
2014-01 Sports Complex/YMCA ADA	Council to consider PS&E June 2015
2009-04 Dune Palms Road Widening	Project to be Reinitiated in May 2015
2001-04 Dune Palms Road Bridge	Multi-year Federally Funded Improvement
Point Happy Storm Drain Outlet	Engineering Phase Initiated
2013-12 La Quinta Park Modular Restroom	Council to consider PS&E July 2015
2012-07 Washington Street Pavement Rehab (Tampico to Ave 52)	Council to consider PS&E June 2015
2006-06 Adams Street Bridge Close-out	Final Report of Expenditures due to Caltrans May 2015
Focused Drainage Study	Project Initiated April 2014
2009-02 Madison Street Improvements	Indio Lead/ Phase II and III underway
FFY 2015/2016 DBE Program	Due to Caltrans June 2015
Monroe Street Pavement Rehab	Newly Assigned Project – Council to consider PS&E July 2015

With the exception of the Monroe Street Pavement Rehabilitation Improvement, NAI's contract time is accounted for within the project budgets previously approved by the City Council.

Please do not hesitate to contact me at (760) 323-5344 if you have questions or require additional information to support our amendment request.

Sincerely,



NICK NICKERSON

President

