



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Matt Loesch

**SUBJECT:** SEE BELOW

**DATE:** February 20, 2024

Approved 

Date  
2/27/24

**SUBJECT: MASTER AGREEMENTS WITH TOWILL, INC. AND HMH ENGINEERS  
FOR LAND SURVEYING AND MAPPING CONSULTANT SERVICES**

## **RECOMMENDATION**

Adopt a resolution authorizing the City Manager or her designee to negotiate and execute master agreements with Towill, Inc. and HMH Engineers for Citywide land surveying and mapping consultant services from the date of execution through March 31, 2027, in an amount not to exceed \$2,000,000 for each agreement.

## **SUMMARY AND OUTCOME**

The approval of this resolution authorizing the City Manager or her designee to award the master consultant agreements to Towill, Inc. and HMH Engineers enables the City to provide land surveying and mapping services during times of peak workload. The consultants will provide services in the areas of project control, topography, right-of-way/property, and construction staking on an as-needed basis for the Citywide Pavement Maintenance Program.

## **BACKGROUND**

The Department of Public Works, Survey Section, has identified the need to secure new consultant master agreements with qualified land surveying firms to address the surveying and mapping needs required to support the ongoing Citywide pavement plan. The City of San José began an annual Pavement Maintenance Plan that includes a number of new initiatives and project zones that will require the services of qualified land surveying firms. The Pavement Maintenance Program will maintain or repave approximately 2,000 San José streets by 2028, to improve the quality and condition of local and major streets in conjunction with the 2040 General Plan. The results of the annual Pavement Maintenance Plan are anticipated to yield a

new list of capacity improvement and high priority zones, which requires surveying and mapping support services over the next three years. Considering the number of future pavement projects, in addition to the existing workload from ongoing projects, and the current market rate for these consultant services, the proposed master agreement compensation limit is set to \$2,000,000 each. This is projected to meet the City's Pavement Maintenance Program needs during the three-year term.

### **ANALYSIS**

A Request for Qualifications for consultant services to provide surveying and mapping services was advertised on August 15, 2023. The City received Statements of Qualifications from three firms by the September 12, 2023 deadline. Staff from the Public Works Department conducted a selection process for consultant services in accordance with the evaluation criteria specified in the Request for Qualifications.

The firms were evaluated and ranked as follows:

Rank Consultant	1 Towill, Inc. (San José, CA)	2 HMH Engineers (San José, CA)	3 Sandis Civil Engineers Planners Surveyors (Campbell, CA)
Evaluation Criteria			
Expertise	28.67	22.67	24.00
Experience	37.33	33.00	22.67
Approach	18.00	15.00	13.00
Local/Small Business Preference	5	5	5
Overall Score	89.00	75.67	64.67

Based on the projected need for land surveying and mapping services over the next three years, staff recommends awarding agreements to the top two firms.

Under the proposed master agreements, consultant services will be initiated by authorized service orders detailing the specific scope of services, schedule, and compensation, along with the appropriate funding source(s) for the projects.

**COST SUMMARY/IMPLICATIONS**

No budget actions are being requested as part of this recommendation. The project-specific service orders are to be funded by the 486 Pavement Maintenance - VTA Measure B 2016 fund. Costs are anticipated to be evenly split among all three years; \$666,000 per year for both Towill, Inc. and HMH Engineers. There are no cost implications to the General Fund, as a result of this action.

## 1. TOTAL COST OF AGREEMENT

Agreement Amount with Towill, Inc. (not to exceed)	\$2,000,000
Agreement Amount HMH Engineers (not to exceed)	\$2,000,000
Project Delivery (Contract Administration)	\$240,000
<b>TOTAL</b>	<b>\$4,240,000</b>

## 2. COST ELEMENTS OF AGREEMENT/CONTRACT AS RECOMMENDED AS PART OF THE MEMORANDUM:

The on-call surveying and mapping consultant services are reimbursed on an hourly rate schedule in the master agreement for the involved consultant personnel.

**BUDGET REFERENCE**

The table below identifies the fund and appropriations to fund the contract recommended as part of this memorandum.

Fund #	Appn #	Appn Name	Total Appn	Amt. for Contract	2023-2024 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
486	403Q	Pavement Maintenance – VTA Measure B 2016	\$38,967,133	\$4,240,000	1077	02/13/2024 Ord. No. 31040

**EVALUATION AND FOLLOW-UP**

No additional follow up action with the City Council is expected at this time.

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### **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office, the City Manager's Budget Office, and the Departments of Planning, Building, and Code Enforcement and Transportation.

### **PUBLIC OUTREACH**

The memorandum will be posted on the City's Council Agenda website for the March 12, 2024 City Council meeting.

### **COMMISSION RECOMMENDATION AND INPUT**

No commission recommendation or input is associated with this action.

### **CEQA**

Not a Project, File No. PP17-002, Consultant services for design, study, inspection, or other professional services with no commitment to future action.

### **PUBLIC SUBSIDY REPORTING**

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/

MATT LOESCH  
Director of Public Works

For questions, please contact J. Guevara, Deputy Director, at [j.guevara@sanjoseca.gov](mailto:j.guevara@sanjoseca.gov) or (408) 807-1801.