



# City of Oceanside

300 North Coast Highway,  
Oceanside, California 92054

## Staff Report

---

**File #:** 25-651

**Agenda Date:** 4/9/2025

**Agenda #:** 7.

---

DATE: April 9, 2025

TO: Honorable Mayor and City Councilmembers

FROM: Development Services Department

**TITLE: AMENDMENT 1 TO THE PROFESSIONAL SERVICES AGREEMENT FOR AS-NEEDED ENGINEERING DESIGN PROJECT MANAGEMENT**

### **RECOMMENDATION**

Staff recommends that the City Council approve Amendment 1 to the Professional Services Agreement (PSA) with REC Consultants, Inc. ("REC"), in the amount of \$100,000 for a total not to exceed amount of \$550,000, for on-call Engineering Design Project Management services; and authorize the City Manager to execute the amendment upon receipt of all necessary documents.

### **BACKGROUND AND ANALYSIS**

The Development Services Department's Engineering Division is responsible for managing an estimated \$607 million Capital Improvement Program (CIP) budget over the next five fiscal years.

On June 21, 2023, the City Council approved 21 three-year PSAs with consulting firms for as-needed services, which allow the Engineering CIP and Land Development groups to quickly adjust staffing levels and provide technical support on an as-needed basis. The existing PSAs include seven categories of services and are set to expire in June 2026.

Since the award, REC has consistently provided on-call Project Management services to the Engineering Division on key CIP projects. To ensure the seamless and expedited completion of CIP projects and land development plans, staff requests City Council approval to increase the dollar amount of the existing PSA with REC for continued on-call engineering design project management (Category A) through the original PSA completion date of June 17, 2026.

REC currently supports the CIP program with Project Management Services on a number of CIP projects in various stages. REC's scope of services includes supervising and directing design consultants, attending City Council and Planning Commission hearings, preparing staff reports, actively monitoring project budgets and audits, managing key stakeholders, and representing the City's Engineering Division as deemed appropriate by staff.

Based on current project demand and staffing needs, the proposed amendment to REC's existing agreement requires \$100,000 in additional funding for project management, as outlined in

Attachment 2. As a result, the total not-to-exceed three-year PSA for Category A (i.e. project management services) would be \$550,000.

**FISCAL IMPACT**

Once the scope of work and duration of an as-needed task is established, consultants provide City staff with project costs pursuant to its PSA hourly rates. Project specific purchase orders are subsequently issued based on the available account balances of each project.

**COMMISSION OR COMMITTEE REPORT**

Does not apply.

**CITY ATTORNEY'S ANALYSIS**

The referenced documents have been reviewed by the City Attorney and approved as to form.

Prepared by: Victor Velasco, Principal Civil Engineer  
Reviewed by: Darlene E. Nicandro, Development Services Director  
Submitted by: Jonathan Borrego, City Manager

**ATTACHMENTS:**

1. Staff Report
2. Amendment 1