



Office of the City Manager

CONSENT CALENDAR

November 19, 2024

To: Honorable Mayor and Members of the City Council

From: Paul Buddenhagen, City Manager

Submitted by: Terrance Davis, Director of Public Works

Subject: Contract No. 32300177 Amendment: Baker Tilly for On-Call Professional Development services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32300177 with Baker Tilly, increasing the contract by \$100,000 for consulting services in a total amount not to exceed \$125,000, with a contract end date of December 31, 2027.

FISCAL IMPACTS OF RECOMMENDATION

The initial resources for the contract are available in the FY2025 baseline budget as follows:

|                       |          |
|-----------------------|----------|
| Clean Storm           | \$50,000 |
| Parking Meter         | \$5,000  |
| Zero Waste            | \$20,000 |
| Equipment Maintenance | \$20,000 |
| Streetlight           | \$5,000  |

Additional funding will be appropriated in future years. This is an on-call contract and costs will be incurred when services are performed.

CURRENT SITUATION AND ITS EFFECTS

The Public Works Department has continued to experienced high vacancy rates over the last several years. While increased hiring has lowered the vacancy rate in some Divisions, the Transportation Division is still working to expand staffing capacity and lower its vacancy rate to manage workload. In line with the Employer of Choice Initiative, Public Works remains focused on retaining staff, expanding internal leadership, team building capacity, and ensuring existing staff have the resources needed to deliver programs, projects and services.

To address these needs, the Department has a contract with Baker Tilly for On-Call Professional Development Services. These services include:

- Interviewing and coaching staff
- Providing interactive executive and professional development coaching
- Creating work plan drafts with goals and timelines for staff to finalize with their supervisors.

Expanding this agreement to include organizational assessment services will ensure that adequate training and professional development continues and enables staff to focus on service delivery for Berkeley residents.

### BACKGROUND

Baker Tilly entered into a contract with the City's Public Works Department on May 25, 2023 in the amount of \$25,000 for On-Call Professional services. The services provided under this agreement are key tools to assist with the retention of current and future staff. The original contract amount was below the procurement threshold, and did not require an RFP or Council approval. However, Baker Tilly was selected through the California Multiple Award Schedule (CMAS) bid procedure. This allows the City to procure a contractor that was previously selected through the State of California bidding process. All pricing, products and/or services offered to the State of California through this system are made available to the City. Making use of this process meets City procurement requirements, results in cost savings and expedites contractor selection. With the addition of the \$100,000 requested in this amendment, this contract now requires Council approval to continue work.

### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

None.

### RATIONALE FOR RECOMMENDATION

Additional training and support of current staff will assist with retention and ensure effective service delivery for Berkeley residents.

### ALTERNATIVE ACTIONS CONSIDERED

None. Consistent staff is the most cost-effective solution to maintaining a regular workflow and completion of projects for the City in a timely manner.

### CONTACT PERSON

Wahid Amiri, Deputy Director of Public Works, (510) 981-6396

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: BAKER TILLY CONTRACT AMENDMENT FOR ON-CALL  
PROFESSIONAL DEVELOPMENT COACHING SERVICES

WHEREAS, there has been an ongoing need for professional development support services to address vacancies, retain staff and further develop staff leadership in the Department of Public Works,

WHEREAS, due to the staffing support needs, the City previously contracted Baker Tilly for On-Call Professional Development Services in the amount of \$25,000 executed on May 25, 2023 to expire on December 31, 2024 contract #32300177.; and

WHEREAS, the California Multiple Award Schedule (CMAS) is available to state and local governments; and

WHEREAS, The California Department of General Service Procurement Cooperative Division determined Baker Tilly's bid pricing to be fair and reasonable and awarded CMAS Contract No.PS20375.

WHEREAS, due to Baker Tilly's critical support, the Department of Public Works would like to extend these same On-Call services and increase this contract by an additional \$100,000 and extend the expiration date to December 31, 2027.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No. 32300177 with Baker Tilly to be increased to add up to a total not to exceed \$125,000 and extend the contract to December 31, 2027.

BE IT FURTHER RESOLVED the City Manager, or their designee, is hereby authorized to execute all original or amended documents or agreements to effectuate this action; a signed copy of said documents, agreements and any amendments will be kept on file in the Office of City Clerk.