

Council Memo

TO: Honorable Mayor and City Council

FROM: Ben Gallegos, City Manager

DATE: September 19, 2016

SUBJECT: 15-CDBG-10568: Senior Center, Architect Procurement

BACKGROUND:

The City was awarded CDBG funding to implement improvements at the community Senior Center. In keeping with federal procurement standards, the City published a Request for Qualifications (RFQ) in order to procure architectural and design services for the facility. The City received a total of 3 responses from the RFQ. City staff reviewed the proposals and evaluated each proposal to determine the most qualified and responsive bidder.

Four evaluations were conducted and each selected Gutierrez/Associates as the highest scoring proposer. Based on the scoring, staff reached out to the Mr. Gutierrez to meet with City staff, conduct a site visit at the facility and offer a price for such services since an RFQ is not able to request costs.

Gutierrez Associates has an extensive track record with designing and managing many senior center projects throughout the State. The firm is based out of Oakland, California. Staff is recommending the Council direct the City Manager to execute a contract with the selected firm so that design may begin immediately. The total contract will be a not to exceed for \$64,000. This will include architectural and structural, mechanical, and electrical engineering design services, planning review, contract documents, bidding support, and construction administrative services. These funds will be paid for by the CDBG grant and is within the estimate submitted with the original grant application for "soft costs".

REQUESTED ACTIONS:

Direct staff to move forward with executing a contract with Gutierrez Associates. Upon contract execution, staff will direct AM Consulting Engineers to begin design work immediately on the project. The project is anticipated to be out to bid by 2017.

FINANCIAL IMPACTS:

Staff will ensure the negotiated contract does not exceed those costs outlined in the awarded grant for design and additional planning studies. No additional City funds are needed.