

Agenda Report

TO: CITY COUNCIL

DATE: September 12, 2005

THROUGH: FINANCE COMMITTEE

FROM: CITY MANAGER

SUBJECT: AUTHORIZE THE CITY MANAGER TO NEGOTIATE AND EXECUTE A CONTRACT WITH GONZALEZ/GOODALE ARCHITECTS FOR ARCHITECTURE AND ENGINEERING SERVICES TO PREPARE ARCHITECTURAL DESIGN AND CONTRACT DOCUMENTS FOR THE WATER & POWER OFFICE BUILDING AND REMODELING OF THE EXISTING WAREHOUSE AT 311 WEST MOUNTAIN STREET, AND REJECT ALL OTHER BIDS

RECOMMENDATIONS

It is recommended that the City Council:

1) Authorize the City Manager to enter into a contract with Gonzalez/Goodale Architects for the preparation of the architectural design and contract documents in an amount not to exceed \$890,582 pursuant to Charter Section 1002 (f), contracts for professional or unique services.

2) Amend the fiscal year 2006 Capital Improvement Program to appropriate an additional \$590,600 to the Water and Power Warehouse and Office Building Project Number 71142 as follows: \$383,890 from unappropriated Power Fund balance to Project Number 71142, and \$206,710 from unappropriated Water Fund balance to Project Number 71142.

BACKGROUND

The existing Water & Power office (approximately 27,000 square feet) and Warehouse Building (approximately 15,000 square feet) are located at 311 West

Mountain Street. The office building was designed and constructed in the 1930's and remodeled in 1968.

Over the years, the warehousing process and needs have evolved, and the interior space of the building and site area have undergone several changes, making it inefficient to perform many warehouse functions such as loading/unloading, equipment storage/retrieval, etc. In addition, some internal environmental control issues such as heating/cooling and ventilation have been rendered inefficient, over time, making the interior space of the warehouse not conducive for day-to-day warehouse operations.

In order to mitigate these issues, comply with fire/life safety requirements, comply with accessibility requirements including the Americans with Disabilities Act, prolong the useful life of the building, and improve the functionality and efficiency in the warehouse, a detailed building/site assessment and architectural concept level design work was required.

In 2004, the City contracted with Gonzalez/Goodale Architects for Phase I of this project. This phase included building/site analysis, architectural space programming and development of concept level design options. The scope of the analysis included an evaluation of the physical condition of the office building, adjacent warehouse, and other smaller buildings on the site.

Based on the evaluation of the existing buildings, the proposed building program, and the need for an inventory control system, several master plan alternatives have been developed for Water & Power facility. A preferred master plan and concept level design alternative has been selected by the Water & Power Department, and now the City needs to contract with an architectural firm for completion of design and contract documents. The Municipal Services Committee also provided input to staff in the evaluation process.

SELECTION PROCESS

In May 2005, the City staff distributed the Request for Proposal (RFP) to 14 firms soliciting architectural-engineering services to assist with architectural-engineering design and contract documents.

On June 8, 2005, a total of five proposals were received and evaluated using the criteria noted in Exhibit A.

The selection committee, comprised of staff of the departments of Water & Power and Public Works, and an outside architect, reviewed all the proposals and short listed following three architectural and engineering firms:

- | | | |
|----|-------------------------------|----------|
| 1. | Gonzalez / Goodale Architects | Pasadena |
| 2. | PBWS | Pasadena |
| 3. | HMC | Pasadena |

On July 19, 2005, the short-listed firms were interviewed, and Gonzalez/Goodale Architects was awarded the highest score by the panel (see Exhibit A).

It is recommended that Gonzalez/Goodale Architects be awarded the architectural-engineering contract, for an amount not to exceed \$890,582 for the Water & Power Office Building and Warehouse, as they are the most experienced, responsive, and responsible bidder. Gonzalez/Goodale Architects are very experienced in municipal facilities and schools.

The breakdown of the contract amount is as follows:

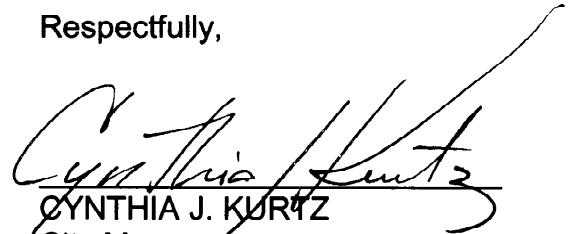
Architectural- Engineering Fees for Phase II	\$ 784,620
New Second Floor Evaluation	<u>\$ 25,000</u>
Sub-Total	\$809,620
Contingency 10%	\$ 80,962
Total	\$890,582

The remodeling of the Warehouse is scheduled to begin in July 2006, and the construction of the new office building is scheduled to begin in October 2006.

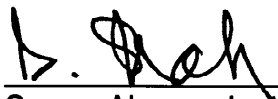
FISCAL IMPACT

The Water and Power Warehouse and Office Building Project No. 71142 has a balance of \$407,559 after the completion of the Phase 1 architectural work. The remaining balance plus the additional appropriation will provide sufficient funds for completion of the design phase of the project. Of the additional funds, \$383,890 will come from the Power Fund, and \$206,710 will come from Water Fund. Both funds have sufficient fund balances to cover this appropriation.


Respectfully,


CYNTHIA J. KURTZ
City Manager

Prepared by:

for 
Segun Abegunrin
Capital Projects Administrator
Department of Public Works

Approved by:


Martin Pastucha, Director
Department of Public Works

Concurrence:

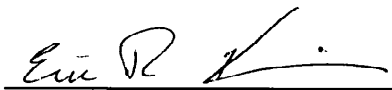

Phyllis Currie, General Manager
Department of Water & Power

EXHIBIT A

W & P Office and Warehouse Bldg. Phase II - Evaluation

7/19/2005

NO	FIRM NAME	Qualification based on overall professional and practical experience	Specific experience in design and const of municipal admin facility and Warehouse se renovations	Specific experience in 1) sustainable design 2) Essential facility design and 3) EOC design	Proposed schedule for performance of Phase I and II Basic Services	Local Pasadena Business	Small and micro-business	Total
		maximum points 25	maximum points 30	maximum points 25	maximum points 10	maximum pts 5	maximum pts 5	maximum pts 100
1	Gonzalez / Goodale	23	26	22	9	5		85
2	HMC	21	23	21	7	5		77
3	PBWS Architects	16	21	16	6	5		64