

Agenda Report

DATE: JUNE 12, 2000

TO: CITY COUNCIL

FROM: CITY MANAGER

SUBJECT: CONTRACT AWARD TO TAKATA ASSOCIATES FOR AN AMOUNT NOT TO EXCEED \$95,000 FOR THE COMPLETION OF THE CENTRAL ARROYO MASTER PLAN.

RECOMMENDATION:

1. It is recommended that City Council authorize the City Manager to enter into a contract without competitive bidding pursuant to City Charter Section 1002[F], contracts for professional or unique services with Takata Associates for the completion of the Central Arroyo Master Plan.
2. It is recommended that the City Council grant this contract an exemption from the competitive selection process of the Affirmative Action in Contracting Ordinance, pursuant to Section 4.09.060[C], contracts for which the City's best interests are served.
3. It is recommend that Council approve appropriating \$55,000 from Planning Division salary savings in 101-443000 to the Central Arroyo Master Plan account number 301-95613.

BACKGROUND:

In Spring of 1999, staff issued a request for proposals for the Central Arroyo Master Plan. Based on the evaluation criteria established in the City's solicitation, the firm of Benshoof, Withers and Sandgren, Ltd was judged to be most qualified to perform the work. Consequently, in August 1999, City Council approved contract No. 17,076 with Benshoof, Withers and Sandgren, Ltd. in the amount of \$207,000 for completion of the Central Arroyo Master Plan.

In late May, after a significant amount of work had been performed and accepted by the City, staff found it necessary to terminate this contract leaving several items within the scope of services incomplete. The termination was a result of the principal contact and project manager for Benshoof, Withers and Sandgren, Ltd retiring from professional practice. The estimated value of this uncompleted work is \$40,000.

Given the cost involved, staff would normally undertake a new competitive selection process to identify another firm to complete the work. However, because of the relationship between the completion of Central Arroyo Master Plan and its impact on the adoption of the Arroyo Seco Master Plan in a timely fashion it is staff's recommendation that the City's best interests would be best served by dispensing with a new selection process and awarding a contract to the firm of Takata Associates to complete the project. This recommendation is based on a new competitive selection process would add a six month delay on the schedule for adopting the Arroyo Seco Master Plan and the expertise that Takata Associates has gained through other work in the Arroyo Seco area.

Takata Associates was the second highest rated firm as a result of the original selection process. As a result of performing related services on several contracts involving the Arroyo area, Takata Associates has developed a unique understanding of the elements that must be considered in this type of study. Given this, it is not in the best interests of the City to undertake a new competitive selection process.

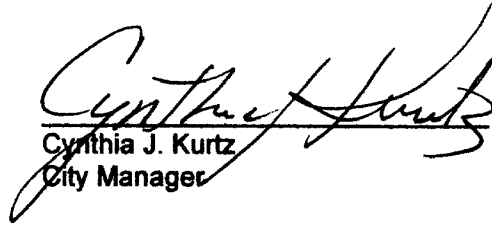
Staff anticipates the change of consultant to Takata Associates will cause a three month delay in the completion of the draft Central Arroyo Master Plan. Staff originally envisioned bringing a draft for Council consideration towards the end of August. Staff now anticipates the completion of the draft in November of this year.

Takata Associates has proposed to complete the scope of work as stated in the original RFP for \$95,000.

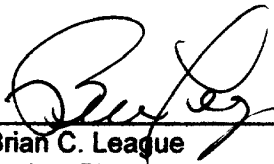
FISCAL IMPACT:

While there is some dispute on the final invoices from the contract with Benshoof, Wither and Sandgren Ltd, staff anticipates a \$40,000 savings from contract No. 17,076. The remaining \$55,000 is available in Planning & Permitting budget account # 101-443000 (salary savings).

Respectfully submitted,

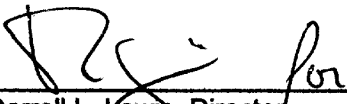

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