

# Agenda Report

DATE: June 26, 2006

**TO:** CITY COUNCIL

**FROM:** CITY MANAGER

**SUBJECT:** AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH GKK WORKS, IN ASSOCIATION WITH CLARENCE BROUSSARD ASSOCIATES, FOR PROJECT MANAGEMENT SERVICES

## **RECOMMENDATION**

It is recommended that the City Council authorize the City Manager to execute a contract with GKK Works, in association with Clarence Broussard Associates, for project management services, in an amount not to exceed \$136,900, pursuant to Charter Section 1002 (f), contracts for professional or unique services.

## **BACKGROUND AND SELECTION PROCESS**

In May 2005, City staff initiated a Request for Proposal (RFP) process soliciting project management services for unspecified various Capital Projects for a period of one year ending FY 2006. As a result of this process, twelve proposals were received at that time.

The proposals were evaluated by a selection committee, comprised of City and Rose Bowl Operating Company staff, using the following criteria:

- Qualification based on prior experience as project manager, in large and small projects, in the last ten years
- Project management experience on local government's experience
- Project implementation approach, ability to perform and key personal experience
- Local Pasadena business experience
- Small and micro business

Subsequently, the following project management firms that met the minimum qualification requirements were pre-qualified to provide fee proposals for capital projects on as needed basis. These firms range from large to small and the services that they offer varied widely. This condition will allow the City to identify firms that are suitable for each project based on cost and unique technical requirements.

<b>No.</b>	<b>Firm Name</b>	<b>Address</b>	<b>City</b>
1.	DMJMH&N	515 S. Flower St.	Los Angeles
2.	Tishman Construction Corp.	444 S. Flower St.	Los Angeles
3.	Harris & Associates	811 W. 7 <sup>th</sup> St.	Los Angeles
4.	Gateway Science & Engineering	300 N. Lake Ave.	Pasadena
5.	Charles T Bryant & Associates	751 N. Fair Oaks	Pasadena
6.	GKK Works	115 S. Fair Oaks	Pasadena
7.	Clarence Broussard & Associates	11819 Goldring	Arcadia
8.	Planning Partners Limited	551 Lotus St.	Los Angeles

In late 2005, the pre-qualified firms were requested to provide fee detail proposals for project management services for the new Water and Power Yards Office Building/Warehouse Renovation and Construction of a New Operations Facility/Emergency Operations Center Project, as well as the Pasadena Ice Rink Facility Project.

The following firms responded to the City's request for proposal; GKK Works, Harris & Associates, Clarence Broussard & Associates and Charles T. Bryant & Associates. (See Attachment A.) Upon review of their fee proposals, proposed staffing level and project implementation approach, GKK Works, in association with Clarence Broussard Associates, was selected because of their efficient cost-basis approach and demonstrated ability to coordinate community outreach work on public works projects. The selection of these firms is largely due to the fact that the City will receive more services for less cost based on their proposal. It is anticipated that other firms on this list will have an opportunity to work on other capital projects in the near future.

The estimated professional services fee submitted by all firms, when expressed as a percentage of the estimated construction cost, is as follows:

- GKK Works/Clarence Broussard Associates - 3% to 5% depending on the level of service required.
- Harris & Associates – 5% to 8% depending on the level of service required.
- Charles T. Bryant & Associates – 3% or more depending on the level of service required.

GKK Works is a Pasadena firm established in 1991 and provides professional services in project management, construction and architecture for both public and private sector clients. Clarence Broussard Associates is a California corporation established in 1987 and provides project management services and community outreach largely to public sector clients. The association between GKK Works and Clarence Broussard Associates offers the project an opportunity to utilize the unique skills of both firms realized from their experience involved in other projects in the Pasadena area, as well as current construction trends and costs.

The scope of work for the project management consultant is summarized as follow:

- Phase 2A: Renovation of Existing Office Warehouse Building – Under the Design Phase, services include design meetings, minutes and follow up; design commission and urban forestry meetings; review and update project estimates and budget; coordinate plan check and permitting; generate contractor interest during the bidding phase; publish bid documents; review and respond to BID RFI's, accept and review bids, make recommendations and award construction contract.
- Phase 2B: Construction of a New Office Building/EOC – Under the Design Phase, services include design meetings, minutes and follow up; design commission and urban forestry meetings, review and update project estimate and budget; coordinate plan check and permitting; generate contractor interest during the bidding phase; publish bid documents; review and respond to BID RFI's; accept and review bids, make recommendations and award construction contract.

For the design phases, the contract amount is as follow:

Phase 2A & B	\$136,900
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Staff estimates a cost of \$500,000 for project management services during the two phases of construction. It is anticipated that this contract will be amended once the construction phase begins, and construction management services are fully defined. There is sufficient funding in the Water and Power funds for the costs of the project.

**FISCAL IMPACT**

The Water and Power Yards Office Building/Warehouse Renovation and New Operations Facility/Emergency Operations Center, Project No. 71142, has sufficient funds for this contract. A total of \$88,985 will come from Power fund and \$47,915 will come from Water Fund.

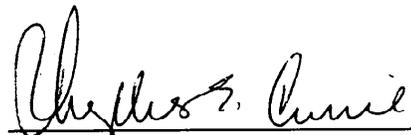
Respectfully,

  
CYNTHIA J. KURTZ  
City Manager

Prepared by:

  
Segun Abegunrin  
Capital Projects Administrator  
Department of Public Works

Concurrence:

  
Phyllis Currie, General Manager  
Department of Water & Power

Approved by:

  
Martin Pastucha, Director  
Department of Public Works

**ATTACHMENT "A"**  
**Water and Power Yards Office Building/Warehouse Renovation and Construction**  
**of a New Operations Facility/Emergency Operations Center Project**

NO	FIRM NAME	Qualification based on experience: Prior experience, as Project Manager, in large and small projects in the last ten years	Project management experience on local Government's projects. Proposed services and fee.	Project implementation- Key personnel experience.	Local Pasadena Business	Small and Micro-business	TOTAL
		Maximum Points 30	Maximum Points 30	Maximum Points 30	Maximum Points 5	Maximum Points 5	Maximum Points 100
1	GKK Architecture and Construction Services 155 S. Fair Oaks Ave. Pasadena, CA  In Association With: Clarence Broussard & Associates 11819 Goldring Rd., Suite G Arcadia, CA	23.5	23	24.5	5	0	76
2	Harris & Associates * 811 W. 7th St., Suite 310 Los Angeles, CA	28	15	15	0	0	58
3	Charles T Bryant & Associates 751 N. Fair Oaks Ave. Pasadena, CA	24	20	20	5	5	74

\* Firm did not submit Detail Fee Proposal and Key Personnel Information as part of submittal requirements.

**Disclosure Pursuant to the  
City of Pasadena Taxpayer Protection Amendment of 2000  
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:  
*(If printing, please print legibly. Use additional sheets as necessary.)*

**1. Contractor/Organization Name:**

gkkworks

**2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:**

Praful Kulkarni, AIA - President + CEO
David Hunt, AIA - Vice President of Architecture, Secretary
Charlie Merrick - Vice President of Construction
Rick Merk - Chief Financial Officer, Treasurer

**3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:**

Praful Kulkarni, AIA - President + CEO
David Hunt, AIA - Vice President of Architecture, Secretary

Prepared by: Rick Merk *Rick Merk*

Title: Chief Financial Officer

Date: June 20, 2006

For office use only: Contract/Transaction No. _____  If not a contract, type of transaction: _____
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*(If printing, please print legibly. Use additional sheets as necessary.)*

**1. Contractor/Organization Name:**

CLARENCE J. BROUSSARD & ASSOC. INC.

**2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:**

<u>Clarence J. Broussard, Jr.</u>
<u>Clarence J. Broussard II</u>
<u>Connie Broussard Proctor</u>
<u>Kit Kurisaki</u>

**3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:**

<u>Clarence J. Broussard, Jr.</u>	<u>52%</u>
<u>Clarence J. Broussard II</u>	<u>18%</u>
<u>Connie Broussard Proctor</u>	<u>25%</u>

Prepared by: Clarence J. Broussard, Jr.

Title: President

Date: 6/21/06

For office use only: Contract/Transaction No. _____
If not a contract, type of transaction: _____