

TO: James L. App, City Manager
FROM: Doug Monn, Public Works Director
SUBJECT: HVAC Systems Assessment at City Hall and Centennial Park
DATE: November 18, 2014

NEEDS: For City Council to consider HVAC assessment and preparation of repair plans and bid specification for Library/City Hall and Centennial Park.

- FACTS:**
1. In April 2013, City Council adopted goals which included enhancing public safety, begin rebuilding maintenance services, and promote economic development.
 2. In April 2014, Council considered City maintenance options and directed staff to solicit proposals to assess repairs of the HVAC systems at City Hall and Centennial Park. The estimate for assessment and repair of both systems, as reflected in the April 1, 2014 staff report, is \$180,000.
 3. On September 2, 2014, the City issued an Invitation to Submit Proposals for Assessment of HVAC Systems and Drafting of Bid Documents. Three firms submitted proposals which were reviewed by staff based on stated RFP criteria.
 4. The following firms submitted proposals:

Kitchell
PMSM Architects
Ravatt Albrecht & Associates, Inc.
 5. Government Code Section 4525 – 4529.5 and Public Contract Code Section 6100 – 6615 outline the requirements for evaluating proposals and negotiating final scope and fee with a professional consultant. The codes states that engaging the services of a professional services consultant must be based on qualifications first. Once a firm is selected, the City may then negotiate the final scope and fee and enter into a contract with the most qualified firm.
 6. Kitchell and PMSM Architects were chosen for interviews. Staff recommends that PMSM Architects be retained to provide project assessment services and preparation of bid documents.

ANALYSIS & CONCLUSION: PMSM Architects has demonstrated an excellent understanding of the realities of this particular project, including, but not limited to schedule and scope. They have specific knowledge of the existing systems and local vendors who have been involved in their maintenance. The negotiated fee for service was also lower than the other interviewed firm.

POLICY

REFERENCE: Government Code Section 4525-4529.5 and Public Contract Code Section 6100-6615.

FISCAL IMPACT: General Fund Reserves are required to fund this project. Staff requests that a budget be established as follows:

Fee	\$65,600.00
10% Contingency	<u>6,560.00</u>
	\$72,160.00

- OPTIONS:**
- a. Adopt Resolution No. 14-xx authorizing \$72,160.00 from General Reserve Funds to Account xxxxxx-52240 and to authorize the City Manager to enter into a contract with PMSM Architects in the amount of \$65,600.00 and a contingency of \$6,560.
 - b. Amend, modify, or reject the above option.

Attachment: 1) Resolution

RESOLUTION NO. 14-xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
APPROVING A CONTRACT FOR HVAC ASSESSMENT AND PREPARATION OF REPAIR
PLANS AND BID SPECIFICATIONS AT LIBRARY/CITY HALL AND CENTENNIAL PARK

WHEREAS, in April 2013, City Council adopted goals which included enhancing public safety, rebuilding maintenance services, and promoting economic development; and

WHEREAS, in April 2014, Council considered maintenance options and requested proposals for HVAC assessment and repair at the Library/City Hall and Centennial Park; and

WHEREAS, on September 2, 2014, the City issued an Invitation to Submit Proposals for Assessment of HVAC Systems and Drafting of Bid Documents; and

WHEREAS, three firms submitted proposals; and

WHEREAS, based on proposal review, reflected scope of work, specific system knowledge and an interview, staff recommends that PMSM Architects be retained to provide the City with HVAC assessment and preparation of bid documents for the repair of systems at Library/City Hall and Centennial Park.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of El Paso de Robles does hereby approve a program budget of \$72,160.00, funded by General Fund Reserves.

SECTION 2. The City Council does hereby authorize the City Manager to enter in a contract with PMSM Architects in the amount of \$65,600.00.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 18th day of November 2014 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Duane Picanco, Mayor

Caryn Jackson, Deputy City Clerk