



AGENDA MEMORANDUM

Action Item for the City Council Meeting of January 14, 2020

DATE: December 16, 2019

TO: Peter Zanoni, City Manager

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<p style="text-align: center;"><u>Master Services Agreements</u> Roofing Upgrades/Replacement and Building Envelope Improvements</p>
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CAPTION:

Motion awarding a Master Service Agreement (MSA) to Hanson Professional Services for the initial amount not to exceed \$150,000 each with two optional renewals and a MSA to LNV Inc for an initial amount not to exceed \$150,000 each with two optional renewals to provide professional services for roofing upgrades/replacement and building envelope improvements for Public Safety, Fire, and Public Health Departments, effective upon notice to proceed with current funding available from Bond 2018 Propositions E and F.

SUMMARY:

These contracts provide two separate MSAs for professional services with Hanson Professional Services and LNV Inc., to issue task orders for roofing upgrades/replacement and building envelope improvements.

BACKGROUND AND FINDINGS:

The Master Service Agreement (MSA) is a type of contract where work is accomplished by multiple task orders (TOs) under a blanket set of terms & conditions and a fee rate sheet for standard services and equipment. The MSA allows the City to administer TOs for various scopes of work under agreed rates. MSAs are an efficient method to procure and expedite the specified professional services, which reduces overhead and administrative effort. The contracts are limited by the stipulated contract terms.

PROJECT TIMELINE:

2020											
J	F	M	A	M	J	J	A	S	O	N	D
Project Design Year 1											

COMPETITIVE SOLICITATION PROCESS

Hanson Professional Services and LNV Inc., were selected for the Bond 2018 Roofing Upgrades/Replacement and Building Envelope Improvements projects in February 2019 under RFQ 2018-10. Eight firms submitted under the Public Buildings, Parks & Facilities Category and five firms were selected.

The selection committee consisted of representatives from Asset Management Department and Engineering Services. Firms were ranked based on five factors: 1) experience of the firm, 2) experience of the key personnel with specific experience, 3) project approach and management plan, 4) capacity to meet the project requirements and timelines, and 5) past performance.

ALTERNATIVES:

Any alternative to awarding these contracts to Hanson Professional Services and LNV Inc., will delay construction of projects and impede Council goals of completing Bond 2018 facility projects in a timely manner and within budget.

FISCAL IMPACT:

This item will award two separate MSA contracts for design, bid and construction phase services to Hanson Professional Services and LNV Inc., in all City Council Districts, in the amount of \$150,000 per year each, effective upon issuance of Notice to Proceed. Funding is approved and available from Bond 2018, Proposition E & F by issuance of various task orders as required. The projects in Bond 2018, include but not limited to:

Proposition E - Public Safety:

- Police Headquarters Building
- EMS Central Building
- Fire Stations 1, 6, 7, 10, 13, 16

Proposition F - Public Health:

- Health Department

And other projects to be determined as need arises and funding allows.

FUNDING DETAIL:

Fund: Fire 2019 Bond 2018 (Fund 3192)
Mission Elem: Fire Prevention Activities (ME 091)
Project No.: Fire Headquarters and Emergency Operations Center (Project 18177)
Account: Outside Consultants (Account 550950)
Activity: 18177-A-3192-EXP
Amount: TBD at Task Order level
Fund: Fire 2019 Bond 2018 (Fund 3192)
Mission Elem: Fire Prevention Activities (ME 091)

Project No.: Fire Stations 1, 6, 7, 10, 13, 16 (Project 18180)
Account: Outside Consultants (Account 550950)
Activity: 18180-A-3192-EXP
Amount: TBD at Task Order level

Fund: Health Building 2019 Bond 2018 (Fund 3372)
Mission Elem: Manage medical Clinics (ME 102)
Project No.: Health Department Building (Project 18181)
Account: Outside Consultants (Account 550950)
Activity: 18181-A-3372-EXP
Amount: TBD at Task Order level

RECOMMENDATION:

Staff recommends approval of two separate MSA contracts with Hanson Professional Services and LNV Inc., in the amount not to exceed \$150,000 each for one (1) base year and two (2) one-year renewal options.

LIST OF SUPPORTING DOCUMENTS:

Location & Vicinity Maps
Master Services Agreement Hanson Professional Services
Master Services Agreement LNV Inc.