



AGENDA MEMORANDUM

Action Item for the City Council Meeting of January 21, 2020

DATE: January 15, 2020

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 Master Service Agreement (MSA) to Hanson Professional Services in an initial amount not to exceed \$150,000.00 with two optional renewals to provide professional services for roofing upgrades/replacement and building envelope improvements for Public Safety, Fire, and Health Departments, effective upon issuance of notice to proceed with current funding available from Bond 2018 Propositions E and F.

SUMMARY:

This contract will provide an MSA for professional services with Hanson Professional Services, 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 contract is 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 was 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 this contract to Hanson Professional Services, 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 an MSA contract for design, bid and construction phase services to Hanson Professional Services, in all City Council Districts, in the amount of \$150,000 per year, 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:

Funds were previously certified and approved by Council on January 14, 2020 with Legistar Item No. 19-1802

RECOMMENDATION:

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

LIST OF SUPPORTING DOCUMENTS:

Location & Vicinity Maps

Master Services Agreement with Hanson Professional Services