



CITY COUNCIL AGENDA REPORT

MEETING DATE: DECEMBER 1, 2015

ITEM NUMBER: CC-9

SUBJECT: PROFESSIONAL SERVICES AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES FOR REMODELING AND/OR NEW CONSTRUCTION OF VARIOUS CITY FACILITIES

DATE: NOVEMBER 19, 2015

FROM: PUBLIC SERVICES DEPARTMENT

PRESENTATION BY: ERNESTO MUNOZ, PUBLIC SERVICES DIRECTOR

FOR FURTHER INFORMATION CONTACT: FARIBA FAZELI, CITY ENGINEER, (714) 754-5335

RECOMMENDATION:

1. Award a contract to Kitchell CEM, Inc., 940 South Coast Drive, Suite 115, Costa Mesa, California 92626 in an amount not to exceed \$906,218.00 for professional services for construction management services for various City facilities.
2. Authorize the Mayor and the City Clerk to execute the Professional Services Agreement.

BACKGROUND:

Public Services staff is working with several architectural firms to prepare construction documents to remodel the Council Chambers and First Floor Conference Room, and conversion of the existing print shop on the first floor to a community meeting room. The construction is estimated to start in August 2016.

In addition, staff is working with WLC Architects for the preparation of design and construction documents for a brand new facility Fire Station No. 1. The existing building was built in the early 1960's and has exceeded its useful life, and is no longer compliant with current standards and modern building codes. The construction phase is scheduled to begin in January 2017.

In order to have successful projects, the services of a construction management company is needed to conduct a peer review of the construction documents prior to the construction advertisement, and to oversee the contractor's day to day work during the construction phase.

ANALYSIS:

In coordination with staff from various departments in the City, a scope of work for construction management services for various City projects was developed, and a Request for Proposals (RFP's) was issued to qualified consultants. The scope of work under this contract requires that the selected consultant provide the following construction management services to complete various City facilities:

- Pre-construction services - provide a review of construction documents and conduct a thorough constructability analysis. Attend various Commission and Council meetings.
- Prepare a project construction schedule.
- Review contractor submittals, track and log. Respond to contractor and coordinate with City staff.

- Review contractor change order requests and coordinate with City.
- Update construction plans as needed for a final as-built set to be submitted to the City.
- Conduct weekly progress meetings with the contractor and City staff.
- Review progress payments and recommend status to City staff.
- Manage and track claims.
- Provide quality assurance and inspections as necessary.
- Prepare a detailed project punch list and substantial completion of the project. Coordinate corrections.
- Provide project close-out services, maintenance manuals, as-builts, contract close-out, final project records, and close-out construction contract.

In response to the City's RFP's, fifteen proposals were received on August 15, 2015. A panel of City staff carefully reviewed the proposals, interviewed the top four ranking firms, and found that Kitchell CEM, Inc. is well qualified to perform the required professional services. Proposals were reviewed for compliance with the City's Request for Proposals; project understanding and scope of work; related experience; experience of project team; and associated issues. During the evaluation process, Kitchell presented their firm as having a thorough understanding of the project; and demonstrated substantial experience and technical ability to perform the outlined scope of work.

ALTERNATIVES CONSIDERED:

An alternative to this Council action would be to not award a professional services contract for the stated project and provide further direction to staff.

FISCAL REVIEW:

Funding for the Fire Station No. 1 and the City Hall projects have been allocated from Capital Facility Funds and Capital Outlay Funds respectively.

LEGAL REVIEW:

The City Attorney has reviewed and approved the Professional Services Agreement as to content and form.

CONCLUSION:

It is recommended that the City Council award the design services contract to Kitchell CEM, Inc., in the amount of \$906,218.00 for professional services for construction management services for various City facilities.

ERNESTO MUNOZ
Public Services Director

FARIBA FAZELI
City Engineer

Attachment: 1. [Professional Services Agreement with Kitchell CEM, Inc.](#)

c: Chief Executive Officer
Assistant CEO
City Attorney
Director of Finance