




Office of the City Manager

CONSENT CALENDAR  
July 2, 2013

To: Honorable Mayor and Members of the City Council  
 From:  Christine Daniel, City Manager  
 Submitted by: Robert Hicks, Director, Finance Department  
 Subject: Formal Bid Solicitation and Request for Proposal Scheduled For Possible Issuance After Council Approval on July 2, 2013

RECOMMENDATION

Approve the request for proposals or invitation for bids (attached to staff report) that will be, or are planned to be, issued upon final approval by the requesting department or division. All contracts over the City Manager’s threshold will be returned to Council for final approval.

FISCAL IMPACTS OF RECOMMENDATION

Total estimated cost of item included in this report is **\$907,000**.

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
On-Call Landscape Architecture Services	679	MEASURE WW PRK BOND-GRANT	<b>\$907,000</b> FY 13/14 \$149,500 FY 14/15 \$130,000 FY 15/16 \$169,500
	610	CAPITAL IMPROVEMENT FUND	FY 13/14 \$ 88,000 FY 14/15 \$210,000 FY 15/16 \$160,000  – 3 year contract  w/ two one-year extensions FY 2016 - 2018)
<b>TOTAL:</b>			<b>\$907,000</b>

### CURRENT SITUATION AND ITS EFFECTS

On May, 6, 2008, Council adopted Ordinance No 7,035-N.S. effective June 6, 2008, which increased the City Manager's purchasing authority for services to \$50,000. As a result, this required report submitted by the City Manager to Council is now for those purchases in excess of \$100,000 for goods; and \$200,000 for playground and construction; and \$50,000 for services. If Council does not object to these items being sent out for bid or proposal within one week of them appearing on the agenda, and upon final notice to proceed from the requesting department, the IFB or RFP may be sent out to the potential bidder/respondent list.

### BACKGROUND

On May 6, 2008, Council adopted Ordinance No. 7,035-N.S., amending the City Manager's purchasing authority for services.

### CONTACT PERSON

Henry Oyekanmi, General Services Manager, Finance, 510-981-7326

### Attachments:

1: Formal Bid Solicitation and Request for Proposal Scheduled For Possible Issuance After Council Approval on July 2, 2013.

- a. On-call Landscape Architecture Services

Note: Original of this attachment with live signature of authorizing personnel is on file in General Services.

Formal Bid Solicitations to be Issued Within the Next 30 Days

**Attachment 1**

a. On-Call Landscape Architecture Services

SPECIFICATION NO.	DESCRIPTION OF GOODS / SERVICES BEING PURCHASED	APPROX. RELEASE DATE	APPROX. BID OPENING DATE	INTENDED USE	ESTIMATED COST	BUDGET CODE TO BE CHARGED	DEPT. / DIVISION	CONTACT NAME & PHONE
13-10765-C	On-Call Landscape Architecture Services	7/9/2013	8/6/2013	Creating a list of On-call Landscape Architects for design and consulting services for a variety of park projects over a three (3) year term.	\$907,000 for 3 years	679-5849-450-3035 610-5849-450-3035	PRW/ CIP	Deborah Chernin X 5157
<b>DEPT. TOTAL</b>					<b>\$907,000</b>			

