Office of the City Manager

CONSENT CALENDAR
April 1, 2014

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 April 1, 2014

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 items included in this report is **$3,026,250.**

PROJECT	Fund	Source	Amount
Ohlone Dog Park Renovation	679	Measure WW Park Bond - Grant	**$227,500**
Virginia-McGee Totland Renovation	679	Measure WW Park Bond - Grant	**$295,750**
Temporary Staffing Services	Various	Funding Subject to Availability	**$225,000 (for 3 Years)**
Elevator Maintenance and Repairs	010 055 301 450 610 835 850 865 866	General Fund Health (General) Library Discretionary Parks Tax Capital Improvement Fund Off Street Parking Fund Building Purchases & Management Equipment Maintenance Building Maintenance	**$650,000 (for 5 years)**

PROJECT	**Fund**	**Source**	**Amount**
Answering Service	450 470 820 830 840 850 865 866	Parks Tax Street Light Assessment Zero Waste Refuse Fund Sanitary Sewer Operation Parking Meter Fund Building Purchases & Management Equipment Maintenance Building Maintenance	**$156,000** **(for 6 years)**
Design and Engineering Services for Hearst Complete Streets Project	392 489 630	Measure B Bike & Pedestrian UC Settlement Measure M GO Street & Water	**$372,000**
Design and Engineering Services for Shattuck Reconfiguration and Pedestrian Safety Project	489 630	UC Settlement Measure M GO Street & Water	**$450,000**
FY 2014 Measure M Low Impact Development (LID) Projects	630	Measure M GO Street & Water	**$650,000**
Total:			**$3,026,250**

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.

ENVIRONMENTAL SUSTAINABILITY

The Finance Department reviews all formal bid and proposal solicitations to ensure that they include provisions for compliance with the City's environmental policies. For each contract that is subject to City Council authorization, staff will address environmental sustainability considerations in the associated staff report to City Council.

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 April 1, 2014.

a. Ohlone Dog Park Renovation
b. Virginia-McGee Totland Renovation
c. Temporary Staffing Services
d. Elevator Maintenance and Repairs
e. Answering Service
f. Design and Engineering Services for Hearst Complete Streets Project
g. Design and Engineering Services for Shattuck Reconfiguration and Pedestrian Safety Project
h. FY 2014 Measure M Low Impact Development (LID) Projects

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

Formal Bid Solicitation and Request for Proposal Scheduled for Possible Issuance After Council Approval on April 1, 2014

Attachment 1

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
14-10844-C	Ohlone Dog Park Renovation	6/3/2014	7/1/2014	Re-grade and Renovate Site Drainage, Surfacing, Seating and Pathways.	$227,500	679-5850-450-6580 12PK03	PRW/PP&D	Deborah Chernin x6715 Peggy Gibbons x6712
14-10845-C	Virginia-McGee Totland Renovation	6/3/2014	7/1/2014	Renovate Site Drainage and Install New Play Equipment and Pathways	$295,750	679-5850-450-6580 11PK06	PRW/PP&D	Deborah Chernin x6715 Peggy Gibbons x6712
DEPT. TOTAL					**$523,250**			
14-10846-C	Temporary Staffing Services	4/7/2014	5/6/2014	Temporary Staffing Services firms to provide temporary clerical, administrative, technical and professional staff to City Departments as needed.	$225000 FY2015-2017 3/yr contract NTE $225,000	Various Funding subject to availability	HR	David Abel x6807
DEPT. TOTAL					**$225,000**			

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14-10847-C	Elevator Maintenance and Repairs	4/2/2014	4/22/2014	Provide preventative maintenance of all City of Berkeley Elevators including obtaining and posting all required permits for each elevator and emergency response as needed.	$650,000 5/yr contract NTE $650,000	866-5402-410-3043 850-5402-410-3043 835-4942-410-3043 835-4941-410-3043 835-4947-410-3043 865-5702-410-3043 610-5414-410-3043 450-5808-450-3043 301-9103-450-3043 055-4540-440-3043 010-0704-410-3043	PW/ Facilities	Perry Fletcher X6451 Marca Lamore X6634
14-10848-C	Answering Service	4/2/2014	4/22/2014	Answering Service to answer and dispatch call after normal business hours, weekends and holidays with Accela data entry	$24,000 annually $156,000 6/yr contract With option to renew additional 4 years – estimated 3% increase in costs each year.	86554084103038 83054084323038 82054084323038 47054084103038 86654024103038 85054024103038 84054084313038 45054084503038 82056024323038	PW/ Facilities	Joy Brown X6629 Marca Lamore X6634
14-10849-C	Design and Engineering Services for Hearst Complete Streets Project	4/2/2014	4/24/2014	Professional Consulting Services to provide Project Management, Environmental Clearance, and Project Design Development, including completed Plans, Specifications and Estimates, and preparation of a construction bid package.	$71,217 $200,000 $100, 783	392-4920-431-3035 489-4920-431-3035 630-4920-431-3035	PW/ Transportation	Farid Javandel x7061
14-10850-C	Design and Engineering Services for Shattuck Reconfiguration and Pedestrian Safety Project	4/2/2014	4/24/2014	Professional Consulting Services to provide Project Management, Environmental Clearance, and Project Design Development, including completed Plans, Specifications and Estimates, and preparation of a construction bid package.	$221,200 $228,800	489-4920-431-3035 630-4920-431-3035	PW/ Transportation	Farid Javandel x7061
14-10851-C	FY 2014 Measure M Low Impact Development (LID) Projects	4/2/2014	4/22/2014	Construct Low Impact Development (LID) treatment facilities	$650,000	630-5218-432-6550 14SG01	PW/ Engineering	Danny Akagi, x6394 Sean Rose x6435
DEPT. TOTAL					**$2,278,000**			