




Office of the City Manager

CONSENT CALENDAR
November 27, 2007

To:  Honorable Mayor and Members of the City Council

From:  Phil Kamlarz, City Manager

Submitted by: Claudette R. Ford, Director, Public Works

Subject: Contract: Noll & Tam Architects for On-Call Architectural Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with Noll & Tam Architects in an amount not to exceed \$100,000 to provide on-call architectural services for various City facility projects for a period of 42 months from December 1, 2007 through June 30, 2011.

FISCAL IMPACTS OF RECOMMENDATION

This is an on-call contract and costs are to be incurred only after a facility project has been identified and approved for design. Funding for services under this contract will be included in facility budgets or other identified fund sources for the next three years. For FY 2008, the following projects have been identified for these services: North Berkeley Senior Center – ADA Access to Stage Area; Mental Health Facility – Exterior Stairs and Crib Wall bracing (2636 MLK); and remodeling of Fire Station No. 5 to accommodate paramedics' sleeping area. A list of FY 2009 and FY 2010 design projects will be created with the Departments of Parks, Recreation and Waterfront, Health and Human Services, Police and Fire. Appropriate budget codes will be assigned for those fiscal years once these are determined.

Budget Codes for FY 2008

610-5451-463-30-38-08ER01	\$17,000
610-5402-463-30-38-08BM01	\$17,000
Total Amount FY 2008	\$34,000

FY 2009 (Codes to Be Determined by Project)	\$33,000
FY 2010 (Codes to Be Determined by Project)	\$33,000
Total Not To Exceed Amount FY 2008 to FY 2010	\$100,000

The Contract Management System number is UTLL1.

CURRENT SITUATION AND ITS EFFECTS

For FY 2008 Public Works has re-organized staff to manage the planning, design, and implementation of facility construction projects in a timelier manner. Because the costs

for the list of potential facility projects is greater than the amount of funds available, it is the intent of Public Works to create on a 3-year plan-design-construction cycle for facility projects. In the first year of the cycle, the list of potential projects will be reviewed with the various departments, on a quarterly basis, to review the prioritization of projects, critique the preliminary design and construction estimates; and discuss the forecast of available funds for the following two years. In the second year, the selected facility projects would be designed, specifications and cost estimates prepared. Again the status of these design projects would be given to the various departments at the quarterly meetings. In the third year of the cycle, the facility projects would be advertised, bid and constructed.

To implement the 3-year plan-design-construct cycle, Public Works resources must be supplemented with outside consultants. If the architectural and engineering function is not supplemented with outside consultants, design and construction of these facility projects will be impacted and will directly affect the facility program in future fiscal years.

BACKGROUND

Public Works is in the process of hiring a staff Assistant Architect, but it will take several months before a candidate is selected. Because of the number of facility projects that need architectural and engineering services, Public Works needs to contract with two on-call architectural firms, two on-call structural engineering firms, and one on-call material testing firm to provide effective and efficient customer service to the departments whose programs or projects are housed in the various facilities.

A request for qualifications was issued on June 28, 2007 for on-call architectural services for a three-year period. Eighteen firms submitted qualifications and six firms were selected to give oral presentations. Upon consideration of the oral presentation and the responsive qualifications documents submitted, two architectural firms were selected as best meeting the City's on-call architectural service needs. The selected architectural firms were Kappe + Du Architects and Noll & Tam Architects.

RATIONALE FOR RECOMMENDATION

These on-call contracts will give Public Works the ability to provide timely architectural services to the various facilities and to the other City departments as the need arises.

ALTERNATIVE ACTIONS CONSIDERED

No alternative action was considered. The City does not currently have the necessary personnel to provide the design services in a timely manner without causing delays to projects and capital improvement programs.

CONTACT PERSON

Jeffrey Egeberg, Manager of Engineering, 981-6407
Lorin Jensen, Supervising Civil Engineer, 981-6411
Carmella Rejwan, Architect, 981-6341

Attachment: 1. Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT: NOLL & TAM FOR ON-CALL ARCHITECTURAL SERVICES

WHEREAS, the City desires to retain on-call architectural services for various facility projects; and

WHEREAS, the necessary architectural services cannot be performed by City staff due to the current number of upcoming projects; and

WHEREAS, the desired on-call architectural services will be available on an as-needed basis over a forty-two month period from December 1, 2007 through June 20, 2011; and

WHEREAS, a request for qualifications, Specification No. 08-10244-C, was released in June 2007, with eighteen firms responding; and the architectural firm of Noll & Tam was one of two architectural firms selected as best meeting the City's needs; and

WHEREAS, as an on-call contract, funds for the services under this contract will be included in the respective departmental project budget as approved by Council through adoption of the Annual Appropriations Ordinance; and

WHEREAS, for FY 2008, the following projects have been identified for these services: North Berkeley Senior Center – ADA Access to Stage Area; Mental Health Facility – Exterior Stairs and Crib Wall bracing (2636 MLK); and remodeling of Fire Station No. 5 to accommodate paramedics' sleeping area; the projects being allocated to 610-5451-463-30-38-08ER01-\$17,000; and 610-5402-463-3038-08BM01-\$17,000; CMS No. UTLL1).

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract and any amendments or extensions with Noll & Tam Architects in an amount not to exceed \$100,000, to provide on-call architectural services for the Public Works Department for a term of forty-two months from December 1, 2007 through June 30, 2011. A record signature copy of said agreements and any amendments to be on file in the office of the City Clerk.

