



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: John Stufflebean

SUBJECT: SEE BELOW

DATE: 10-25-06

Approved

Date

11/2/06

SUBJECT: APPROVAL OF AN AGREEMENT WITH ALLANA BUICK & BERS, INC., FOR CONSULTANT SERVICES FOR THE ENVIRONMENTAL SERVICES BUILDING REPAIR PROJECT AT THE SAN JOSE/SANTA CLARA WATER POLLUTION CONTROL PLANT

RECOMMENDATION

Approval of an agreement with Allana Buick & Bers, Inc., for consultant services for the Environmental Services Building Repair (ESB) project, from the date of execution until July 31 2008, in an amount not to exceed \$282,300 for basic services plus \$28,500 for additional services for a total amount not to exceed \$310,800.

OUTCOME

Council approval and award of agreement will allow for the architectural and design services necessary to begin correction of the water intrusion and infiltration problems within the ESB. Upon completion of this project, displaced staff will return to the building for re-occupancy.

BACKGROUND

The ESB was completed in 1997 and is located at the San Jose/ Santa Clara Water Pollution Control Plant (Plant). The building is one of the 30 structures operated and maintained by the Plant. In late 2000, several employees working in the building started to complain of upper respiratory illnesses. Some maintenance issues potentially impacting indoor air quality were identified and addressed, but the employees' complaints of illness continued.

Efforts were made during 2001 to determine if there were problems with the building that might be causing these illnesses and, if so, what they were. These efforts ultimately revealed that water was infiltrating the building, and the presence of mold inside the building. In late 2001, Cal/OSHA concluded that an unsanitary condition existed in the building because of the presence of mold, and issued a citation to the City. Out of concern for the employees' health,

coupled with the need to repair the building, the decision was made to vacate the portion of the building most severely impacted.

ANALYSIS

An evaluation of internal city resources to perform the design and related services during building repair to correct the water intrusion and infiltration problems and repair other related building deficiencies was coordinated through Public Works and General Services. Due to the specialized nature of the rehabilitation design and the sensitivity of the environmental remediation issues, the project was decided to be bid-out for providing such services. Environmental Services Department led this effort through its Capital Improvement Program (CIP) section of ESD. Once the design is completed, the actual construction work will be coordinated through the Plant O&M Staff and the General Services Department to ensure in-house resources are utilized to the extent possible for the completion of the repairs.

In July 2006, a Request for Proposal (RFP) process was initiated to retain a qualified architectural consultant to provide such services. As a part of this process, staff assembled two rating panels. One panel was assembled to screen RFP submissions and the second to conduct oral interviews with representatives from responding firms. The RFP screening panel consisted of staff from different divisions within the Environmental Services Department. The interview panel consisted of staff from the City's Manager's Office (CIP Action Team), Environmental Services Department, and a member from the WPCP Technical Advisory Committee. Four companies submitted responsive proposals.

The selection of the consultant was based on the following criteria:

- Capabilities and expertise of the consultant
- Ability of the consultant to perform the services
- Past experience with similar projects
- Consultant's demonstrated understanding of the key elements of the project

The scores from the RFP screening and oral interviews were compiled using a scoring system based upon a maximum of 360 points. Total scores and rankings of each firm are summarized below:

	<u>Scope</u>	<u>Rank</u>
Allana Buick & Bers, Inc., Palo Alto	309	1
AEPC Group, LLC, San Ramon	247	2
Salas O'Brien Engineers, Inc., San Jose	245	3
Interactive Resources, Point Richmond	236	4

Allana Buick & Bers Inc., was listed as the top scorer and provided an outstanding presentation and responses to interview questions. Staff and representatives of this firm have negotiated and agreed upon a contract price of an amount not to exceed \$310,800.

POLICY ALTERNATIVES

Alternative 1: Reject the bid and drop the project.

Pros: Ability to fund alternative capital projects.

Cons: Continued under utilization of office space and accelerated deterioration of the building.

Reason for not recommending: The combined factors of the further deterioration of the building and the lease costs for displaced staff outweigh any further delays.

PUBLIC OUTREACH/INTEREST

Although this action does not meet any of the criteria listed below, the RFP was listed on the Public Works Bid Hotline; the Environmental Services RFPs/Bids website; and advertised in the *San José Post Record*; and this memorandum is posted on the City's Council Agenda Website.

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater;
(Required: Website Posting)
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

COORDINATION

This project and memorandum have been coordinated with Risk Management, Equality Assurance, Department of Public Works, General Services Department, the City Manager's Budget Office, Office of Employee Relations and the City Attorney's Office. This item is scheduled to be heard at the November 9, 2006 Treatment Plant Advisory Committee (TPAC) meeting.

FISCAL/POLICY ALIGNMENT

This project is consistent with the Council approved Budget Strategy, Economic Recovery section, in that it will help to stimulate construction spending in our local economy.

COST SUMMARY/IMPLICATIONS

1. **AMOUNT OF RECOMMENDATION: \$310,800**
2. **COST ELEMENTS OF AGREEMENT:**

REPAIR:

Design	\$174,300
Construction Support	108,000
Additional Services	<u>28,500</u>
TOTAL AGREEMENT AMOUNT:	\$310,800

3. **SOURCE OF FUNDING:** 512 - San Jose/Santa Clara Treatment Plant Capital Fund
4. **FISCAL IMPACT:** No additional funding is necessary to approve this amendment. The completion of this project will eliminate the additional cost of office space rental.

BUDGET REFERENCE

Fund #	Appn. #	Appn. Name	RC #	Total Appn.	Amt. for Contract	2006-2007 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
512	5690	Plant Infrastructure Improvements	042853	\$11,827,000	\$310,800	V-156	6/27/06 27801

CEQA

Not a project.



JOHN STUFFLEBEAN
Director, Environmental Services