



CITY OF LONG BEACH

OFFICE OF THE CITY MANAGER

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February 4, 2014

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP CM 14-010 for As-Needed Project Management Services; award contracts for such services to AndersonPenna Partners, Inc., of Newport Beach, CA (WBE, SBE); Harris & Associates, of Irvine, CA (not an MBE, WBE, SBE or Local); Simplus Management Corporation, of Los Alamitos, CA (SBE); Totum Corp, a Long Beach-based business (SBE, Local); and Vanir Construction Management, Inc., of Los Angeles, CA (not an MBE, WBE, SBE or Local), in an aggregate contract amount not to exceed \$10,000,000, for a period of two years, with two consecutive one-year renewal options at the discretion of the City Manager; and authorize the City Manager to execute all documents necessary to enter into the contracts, including any amendments thereto. (Citywide)

DISCUSSION

On October 9, 2013, a Request for Proposals was issued to identify and establish a list of professional as-needed Project Managers (Project Managers) to facilitate the delivery of capital improvement projects throughout the City. The as-needed Project Managers will provide critical support leading everyday efforts associated with the planning, entitlement, design and construction of assigned capital improvement projects. They will help direct the work of architectural and engineering design teams and construction managers. Currently the City has over \$100 million in capital improvement projects. Project Managers are critical to the timely and successful completion of these projects.

Project management is the discipline of planning, organizing, securing and managing resources to achieve specific goals as defined by the project specifications. The Project Managers will be tasked with achieving all of the project goals and objectives while honoring project constraints. Primary constraints for a project can be identified as scope, time, and budget. As such, the basic services identified in the RFP for which the Project Manager will be responsible for include representing the City and its interests in all negotiations, meetings, community outreach and related activities for all phases of a project. The Project Manager will also assist with the selection of necessary architectural and engineering design teams.

The Project Manager will also manage the construction bid process, including the assembly of bid documents, responding to bid questions, and managing the construction contract award and execution process. The Project Manager will be required to secure all necessary project entitlements and regulatory permits for a given project which may include approvals at the local, regional, State and Federal levels. Other responsibilities include identifying, preparing, recommending and monitoring required changes to contracts, and monitoring the overall performance of a project.

These Project Management firms are necessary to ensure the successful delivery of Citywide projects, including those administered by the Parks, Recreation and Marine, Public Works, and City Manager Departments (Tidelands Capital Improvement Division). Due to the heavy volume of capital improvement projects anticipated and currently underway, in part as a result of additional one-time funding and Tidelands oil revenue, Project Managers are required to help deliver a variety of projects. These projects range in scope and size and include, but are not limited to, community center improvements, lifeguard facility renovations and rebuilds, beach restroom rehabilitations, park and playground improvements, and street and roadway infrastructure enhancements. In Fiscal Years 2013 and 2014, the City Council approved \$50.4 million for Tidelands Capital Projects, alone, and an additional \$62.9 million in Public Works and Parks, Recreation and Marine capital projects.

In anticipation of this project management need, Request for Proposal (RFP) CM 14-010 was posted on October 9, 2013 and 4,897 potential bidders specializing in project management services were notified of this bid opportunity. Of those bidders, 229 proposal documents were downloaded via our electronic bid system. The RFP document was made available from the Purchasing Division, located on the 7th Floor of City Hall and the Division's website at www.longbeach.gov/purchasing. A bid announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 30 local, minority, and women's business groups. Seventeen proposals were received on November 7, 2013. Of those seventeen proposals, three were Minority-Owned Business Enterprises (MBEs), four were Women-Owned Business Enterprises (WBEs), three were Disadvantaged Business Enterprises (DBEs), three were Long Beach businesses (Local), and one was a certified Small Business Enterprise (SBE).

Local Business Outreach

In an effort to align with our outreach goal, Long Beach businesses are encouraged to submit bids for City contracts. The Purchasing Division assists businesses with registering on the Bids Online database to download proposal specifications. Through outreach, 524 Long Beach vendors were notified to submit a proposal, of which 28 downloaded and three submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

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A multi-departmental Evaluation Committee reviewed the written proposals and evaluated each firm on the following criteria: demonstration of competence, experience in performance of comparable engagements, reasonableness of cost, expertise and availability of key personnel, financial stability, and conformance with the terms of the RFP. Six firms were selected to move on to the interview phase of the evaluation, and the following five firms were recommended by the Committee as having the expertise in project management that will best meet the City's project management needs:

- AndersonPenna Partners, Inc. (WBE, SBE)
- Harris & Associates
- Simplus Management Corporation (SBE)
- Totum Corp (SBE, Local)
- Vanir Construction Management, Inc.

This matter was reviewed by Deputy City Attorney Linda Vu on January 21, 2014, and by Budget Management Officer Victoria Bell on January 21, 2014.

TIMING CONSIDERATIONS

City Council approval of this item is requested on February 4, 2014 in order to allow the timely execution of previously approved and budgeted capital improvement projects.

FISCAL IMPACT

The aggregate contract authority of \$10,000,000 is for a two-year period, with the option of two consecutive one-year renewals with no increase in contract authority. The contract authority is an estimate, based on currently appropriated and anticipated projects within the Public Works (PW), Parks, Recreation and Marine (PRM), and City Manager Departments (CM). No appropriation increase is requested at this time. Any work not currently budgeted will only proceed at such time that appropriations have been approved by the City Council. The number of jobs created by the recommended action is not available at this time, and will depend on the work assigned to each firm over the course of the contract period.

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SUGGESTED ACTION:

Approve recommendation.



PATRICK H. WEST
CITY MANAGER



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DIRECTOR OF PUBLIC WORKS



GEORGE CHAPJIAN
DIRECTOR OF PARKS, RECREATION
AND MARINE



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