



# CITY OF LONG BEACH

DEPARTMENT OF ECONOMIC DEVELOPMENT

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March 19, 2019

HONORABLE MAYOR AND CITY COUNCIL

City of Long Beach  
California

## RECOMMENDATION:

Authorize the City Manager, or designee, to execute any and all documents necessary to amend agreements with Environ Architecture, Inc., of Long Beach, CA, Gillis & Panichapan Architects, Inc., of Costa Mesa, CA, Kardent Design, Planning & Management, of Long Beach, CA, and Westgroup Designs, Inc., of Irvine, CA, for as-needed space planning services, to extend the contract term by one year and increase the aggregate contract amount by \$300,000, for a revised total aggregate amount not to exceed \$800,000. (Citywide)

## DISCUSSION

On April 7, 2015, the City Council adopted Specifications No. RFP PW14-050 for as-needed space planning services and authorized agreements with Environ Architecture, Inc. of Long Beach, CA, Gillis & Panichapan Architects, Inc., Kardent Design, Planning & Management, and Westgroup Designs, Inc., to provide said services. Historically, the City of Long Beach (City) has used outside firms on an as-needed basis to provide the City with necessary space planning services for various tenant improvement projects, as the City does not possess the expertise to provide such services. The current agreements were for a period of four years and are scheduled to expire on March 31, 2019.

The City currently has several tenant improvement projects either in process or scheduled to commence within the next 12 months. As the City's current standard contract period for consultant services is now five years, staff is requesting the term be extended for one year to avoid disruption of services while staff initiates the procurement process for updated space planning contracts. Further, additional aggregate contract authority in the amount of \$300,000 is requested to address as-needed space planning services.

This matter was reviewed by Deputy City Attorney Amy R. Webber on February 20, 2019, by Purchasing and Business Services Manager Sandy Tsang-Palmer on February 25, 2019, and by Budget Analysis Officer Julissa José-Murray on March 1, 2019.

TIMING CONSIDERATIONS

City Council action is requested on March 19, 2019, to ensure current projects can continue in a timely manner.

FISCAL IMPACT

Additional contract authority in the amount of \$300,000, for a revised total aggregate amount not to exceed \$800,000, is requested for one additional year. 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. Each work order will be funded by the requesting department for each particular project as the need arises. The requested action is not expected to require additional staff hours beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. These contracts provide continued support to our local economy by assisting in the preservation of employment for 20 full-time employees and 5 part-time employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



JOHN KEISLER  
DIRECTOR OF ECONOMIC DEVELOPMENT

JK:MFT

APPROVED:

  
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PATRICK H. WEST  
CITY MANAGER