



Legislation Text

File #: 19-0255, **Version:** 1

Recommendation to authorize City Manager, or designee, to execute an amendment to Contract No. 33344 and increase Blanket Purchase Order No. BPPW14000009 with Arup North America Limited, for Consulting Services connected to the Civic Center Project, by \$375,108, for a revised total amount not to exceed \$10,576,841. (District 2)

Under Contract No. 33344, Arup North America Limited (Arup), has provided consulting services related to the implementation of the Civic Center Project (Project), including City Hall, Port Administration, Main Library, Lincoln Park, and Public Safety Building Garage. As the Project moves into the final stages of construction, additional services are needed. Staff anticipates moving into the new building this summer and is requesting City Council approval to amend the contract for services supporting the following:

1. City Hall Business Continuity Development and Training

The City Hall Business Continuity Development and Training (Development and Training) will consist of complete operational readiness assessment and gap analysis. Working with the departments who provide public facing services, Arup will produce strategic recommendations for operational readiness and a plan to best enable those operational procedures to be executed. The focus of this initiative aims to reduce the number of locations a member of the public will visit to fulfill their requests, resulting in a positive impact on customer experience and traffic within the first and second floors. Training will be provided to all staff supporting public-facing counters, which will include live trials, mimicking real-life public needs in a new City Hall environment. These trials ensure management and operational staff are familiar with their surroundings and are equipped to provide a high-level service.

2. City Hall User Guide Development

The City Hall User Guide (Guide) will provide City staff with all of the references and resources of the new facility. Examples of resources provided in the Guide are: floor directory, conference room and meeting space directory, Emergency Action Plan and contacts, shipping and receiving protocols, and new facility features including breakrooms, bike storage, and mothers' rooms. The Guide will be available electronically through the intranet site and will be designed to accommodate changes and updates in real-time to ensure staff have access to most up-to-date information to successful integration into a new, state-of-the-art working environment.

3. Independent Review of Operation and Maintenance and Life Cycle Costs

Independent Review of Operation and Maintenance and Life Cycle Costs (Review) provides third-party feedback of change order items for City staff to understand drivers for Operation and Maintenance and Life Cycle Cost changes since execution of the project agreement. The Review is based on benchmarks and best market practice. A final memo with principle findings and recommendations will be submitted for City staff review to support project agreement amendments, as needed.

4. Public Safety Building Site Planning

On December 11, 2018, the City Council awarded a contract to W.M. Klorman Construction Corporation (Klorman), for design-build services for the Civic Center Parking Structure on the surface parking lot of the Public Safety Building and evaluation of ancillary services (fleet fueling, etc.).

Arup will develop a workable conceptual site plan to allow vehicular access to the new Civic Center Parking Structure. This analysis will consider electrical, fire and life safety, and civil engineering components. Arup will look to maximize parking stall count, access to fueling pumps, potential relocation of the site generator, and ability of site to accommodate a fleet mechanic shop. All components of Planning will provide for appropriate site security and code compliance.

This matter was reviewed by Deputy City Attorney Richard F. Anthony on February 25, 2019 and by Budget Analysis Officer Julissa José-Murray on March 1, 2019.

City Council action is requested on March 19, 2019, to ensure these services for the new Civic Center project can be begin expeditiously.

The requested action will increase contract authority with Arup by \$375,108 for a revised total amount not to exceed \$10,576,841. Sufficient appropriation is budgeted in the Civic Center Fund (IS 380) in the Public Works Department (PW). 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. There is no local job impact associated with this recommendation.

Approve recommendation.

CRAIG A. BECK
DIRECTOR OF PUBLIC WORKS

APPROVED:

PATRICK H. WEST
CITY MANAGER