



# CITY OF LONG BEACH **R-21**

DEPARTMENT OF PUBLIC WORKS

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July 5, 2011

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Authorize the City Manager to execute on-call agreements with Environ Architecture, Inc., Gillis & Panichapan Architects, Inc., Gonzalez Goodale Architects, Heery International, Inc., and Westgroup Designs, Inc., for as-needed space planning services in an aggregate total amount not to exceed \$700,000 of contract authority for a three-year term, and to execute any necessary amendments to the agreements, relative to extending the terms for up to one additional one-year term, changing the contract dollar amounts, authorizing additional services, if required, within the provisions of the agreements, and adjusting the fee schedules for inflation, all provided that the aggregate total amount of contract authority is not exceeded. (Citywide)

## DISCUSSION

Historically, the City of Long Beach 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. These services will be utilized to address space-planning needs of City departments for planned, as well as unforeseen projects that may arise over the course of the next three to four years. At this time, all prior agreements for these specialized professional services have expired. A Request for Qualifications (RFQ) process was conducted in accordance with Administrative Regulation 8-4, "Selecting Professional Services," to secure qualified firms.

The RFQ was released on March 10, 2010, using an internal mailing list comprised of previous respondents and firms indicating an interest in being considered and also utilizing Integrated Marketing Systems, a firm that publishes public projects for companies in the space planning industry. Twenty-nine firms submitted proposals for consideration. A City staff review committee evaluated the proposals and determined that the following five firms were best qualified to provide the as-needed specialized professional services:

- Environ Architecture, Inc.
- Gillis & Panichapan Architects, Inc.
- Gonzalez Goodale Architects
- Heery International, Inc.
- Westgroup Designs, Inc.

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All of these firms are either local or have included Long Beach-based firms on their teams and are also committed to using small or disadvantaged firms, as appropriate, based on the work assigned to them by the City under these contracts.

The proposed agreements will contain the following terms and provisions:

- Term: The agreements shall commence on July 1, 2011, and shall terminate on June 30, 2014.
- Options to Extend: The agreements may be extended for up to one additional year at the discretion of the City Manager.
- Contract Amount: The agreements shall be for an initial amount not-to-exceed \$100,000 per firm. The Contract Amount shall increase, pending approved and budgeted projects. In no event, shall the combined aggregate of the Contract Amounts of all agreements exceed \$700,000.
- Termination: Either the City or the firms may terminate their respective agreement at any time during the Term by providing the other party with 30-days prior written notification.

This matter was reviewed by Deputy City Attorney Linda Trang on May 26, 2011, and by Budget Management Officer Victoria Bell on June 10, 2011.

TIMING CONSIDERATIONS

City Council action on this matter is requested on July 5, 2011, in order to allow for the timely execution of the agreements.

FISCAL IMPACT

Contract authority for \$700,000 is requested for a three-year term plus a one-year option to extend. 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. Upon approval, work orders for each project will be issued to the various firms and each work order will be funded by the requesting department for each particular project as the need arises. The anticipated job impact created by this action is unknown at this time and will depend on the funds budgeted and the type of work assigned to each firm over the term of the contract.

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SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MICHAEL P. CONWAY  
DIRECTOR OF PUBLIC WORKS

PHW:MPC:MFT  
07.05.11 Space Planning RFP v1

APPROVED:



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PATRICK H. WEST  
CITY MANAGER