



CITY OF LONG BEACH

DEPARTMENT OF ECONOMIC AND PROPERTY DEVELOPMENT

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April 7, 2015

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP PW14-050, and authorize the City Manager to execute all documents necessary to enter into 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 in an aggregate amount not to exceed \$500,000 over a three-year term, and to execute any necessary amendments to the agreements, relative to extending the terms for up to an 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

City Council approval is requested to enter into agreements with four firms for as-needed space planning services. 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 Proposals (RFP) was released on June 6, 2014, and 5,126 potential proposers specializing in space planning were notified of the RFP opportunity. Of those proposers, 121 downloaded the RFP document via our electronic bid system. The RFP document was made available from the Purchasing Division, located on the seventh floor of City Hall, and the Division's website at: www.longbeach.gov/purchasing. An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 30 local, minority and women-owned business groups. Twenty proposals were received on June 26, 2014. Of those 20 proposals, two were Disadvantaged Business Enterprises (DBEs), four were Minority-owned Business Enterprises (MBEs), three were Women-owned Business Enterprises (WBEs), 13 were certified Small Business Enterprises (SBEs), and three were Long Beach businesses (Local).

Local Business Outreach

In an effort to align with our outreach goal, Long Beach-based businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the Bids Online database to download the RFP specifications. Through outreach, 542 Long Beach businesses were notified to submit proposals, of which 17 downloaded and three submitted proposals. The Purchasing Division is committed to continuing to perform outreach to local businesses to expand the vendor pool.

A review committee comprised of City staff evaluated the 20 proposals submitted, and determined that following four firms submitted the most qualified and responsive proposals based upon the criteria specified in the RFP:

- Environ Architecture, Inc. of Long Beach, CA (SBE/Local);
- Gillis & Panichapan Architects, Inc. of Costa Mesa, CA (MBE/SBE);
- Kardent Design, Planning and Management of Long Beach, CA (Local);
- Westgroup Designs, Inc. of Irvine, CA (DBE, MBE and WBE)

Two of these firms are Long Beach-based firms, and all are committed to using small or disadvantaged firms, as appropriate, based on the work assigned to them by the City. City staff would like to proceed with executing Professional Services Agreements with these firms under the following terms and provisions:

- Term: The agreements shall commence May 1, 2015, and shall terminate on April 30, 2018.
- 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 aggregate a total, not-to-exceed amount of \$500,000.
- 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 Vu on March 5, 2015 and by Budget Management Officer Victoria Bell on March 18, 2015.

TIMING CONSIDERATIONS

City Council action on this matter is requested on April 7, 2015, in order to allow for timely execution of the agreements.

FISCAL IMPACT

Contract authority for \$500,000 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 award of this contract will provide continued support to our local economy by assisting in the preservation of employment for 20 full-time employees and five part-time employees residing in Long Beach.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,



MICHAEL P. CONWAY
DIRECTOR OF ECONOMIC
AND PROPERTY DEVELOPMENT

MPC:mft



JOHN GROSS
DIRECTOR OF
FINANCIAL MANAGEMENT

APPROVED:



PATRICK H. WEST
CITY MANAGER