



CITY OF LONG BEACH

DEPARTMENT OF PUBLIC WORKS

R-23

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May 11, 2004

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

SUBJECT: Contract Awards to JCM Facilities Planning and Management and Simplus Management Corporation for As-Needed Planning and Relocation Services (Citywide)

DISCUSSION

The Department of Public Works has investigated various options for meeting tenant facility and capital improvement needs. As such, it has been determined that various Capital Improvement Program (CIP) projects throughout the City would benefit from the as-needed services of a planning and relocation firm to assist City staff with the relocation of personnel, new and existing furniture, fixtures and equipment; coordination of engineering services such as electrical and lighting work associated with the relocation; architectural planning, scheduling and layout drawings to facilitate relocations in a timely manner; and coordination with vendors for logistics and timing.

In the past, the Department of Public Works has engaged these services on a per project basis for construction projects such as the Emergency Communications and Operations Center, Public Safety Building and City Hall East. Coordination amongst the various City departments proved vital in order to maintain operations and services provided to the public. The services provided by these firms will help alleviate staff workload while ensuring that important projects are not delayed due to lack of availability of administrative resources.

A competitive Request for Proposal (RFP) process in accordance with Administrative Regulation 8-4, "Selecting Professional Consultants" was conducted. A consultant review committee reviewed the submitted proposals and selected two firms based upon their experience with City construction projects, references and range of services. It is recommended that as-needed service contracts be issued to JCM Facilities Planning and Management and Simplus Management Corporation, each in the amount of \$1,000,000 total for a term of three years.

As individual project needs are identified, the Department of Public Works will issue a "project specific" scope of work. Requested services will be funded with CIP funds allocated to the project.

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HONORABLE MAYOR AND CITY COUNCIL
May 11, 2004
Page 2

This matter was reviewed by Deputy City Attorney Donna Gwin on April 19, 2004 and Budget Manager Mike Killebrew on April 21, 2004.

TIMING CONSIDERATIONS

City Council action on this matter is requested on May 11, 2004, to keep CIP projects on schedule.

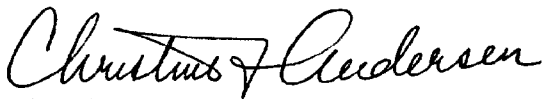
FISCAL IMPACT

The contracts for JCM Facilities Planning and Management and Simplus Management Corporation are for a total amount not to exceed \$1,000,000 each during the three-year term of the contracts. Sufficient funds to support these services will be budgeted in various capital improvement projects, with the Department of Public Works. All work will be contingent upon annual appropriations by the City Council.

IT IS RECOMMENDED THAT THE CITY COUNCIL:

Authorize the City Manager to execute agreements for as-needed planning and relocation services with JCM Facilities Planning and Management and Simplus Management Corporation in an amount not to exceed \$1,000,000 per consultant for a three-year term.

Respectfully submitted,


CHRISTINE F. ANDERSEN
DIRECTOR OF PUBLIC WORKS

APPROVED:


GERALD R. MILLER
CITY MANAGER

CFA:SG