



CITY OF LONG BEACH

DEPARTMENT OF PUBLIC WORKS

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June 17, 2003

HONORABLE MAYOR AND CITY COUNCIL
 City of Long Beach
 California

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SUBJECT: Contract Awards to 3D/International, Concept Marine Associates, CBM Consulting, Inc., and MARRS Services, Inc., for As-Needed Construction Management Services (Citywide)

DISCUSSION

One of the Guiding Principles of the City's Three-Year Financial Strategic Plan is to ensure efficient and cost effective service delivery. To that end, the Department of Public Works has investigated various options for meeting tenant facility and capital improvement needs. Various Capital Improvement Program (CIP) projects throughout the City require the as-needed services of a construction management firm (CMF) to assist City staff with cost, quality and schedule control; to track notices of non-conformance, requests for information (RFI), submittals and contract change orders; to review and approve contractor invoices; and to assure that the quality of materials and the workmanship meet the requirements of the plans and specifications.

Typically, the Department of Public Works has engaged CMFs on a per project basis for larger construction projects such as the Emergency Communications and Operations Center, the Public Safety Building, and the Pike. The Department has also used CMF services on smaller projects, such as the City Hall Elevators and the Family Health Education Center, with good results. The services provided by these firms help alleviate the workload of our Capital Project Coordinators who act as the overall project managers for facilities identified in the City's Capital Improvement Program (CIP). Due to the changing volume of CIPs, use of CMFs will help ensure that important projects are not delayed due to the lack of availability of administrative resources.

A Request for Proposal (RFP) process was conducted in accordance with Administrative Regulation 8-4, "Selecting Professional Consultants," to secure these professional services. The RFP was distributed through the City's website. A consultant Review Committee reviewed the submitted proposals and selected four firms to provide as-needed construction management services based upon each firm's proposal, oral interview, experience, references and range of services.

It is recommended that as-needed service contracts be issued to 3D/International, Concept Marine Associates, CBM Consulting, Inc., and MARRS Services, Inc., each in the amount of \$1,000,000 for a term of three years each (additional information on the location and ownership of the firms is attached). As individual project needs are identified out of the

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Administration and Planning Bureau's workload, the Bureau will issue a "project specific" scope of work. Each scope of work will be funded with CIP funds allocated to the project requiring these services.

This letter was reviewed by Deputy City Attorney Donna F. on June 3, 2003, and Budget Manager Mike Killebrew on June 5, 2003.

TIMING CONSIDERATIONS

City Council action on this matter on June 17, 2003 is requested to move CIP projects forward.

FISCAL IMPACT

The contracts for 3D/International, Concept Marine Associates, CBM Consulting, Inc., and MARRS Services, Inc., are for a total amount not to exceed \$4,000,000 during the three-year term of the contracts. Sufficient funds to support these services will be budgeted in various capital improvement projects, within 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 Construction Management Services with 3D/International, Concept Marine Associates, CBM Consulting, Inc., and MARRS Services, Inc., in an amount not to exceed \$1,000,000 per consultant for a three-year term.

Respectfully submitted,

Christine F. Shippey

CHRISTINE F. SHIPPEY
DEPUTY CITY MANAGER/
ACTING DIRECTOR OF PUBLIC WORKS

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attachment

APPROVED:

Gerald R. Miller
for GERALD R. MILLER
CITY MANAGER