

**CITY OF LONG BEACH**  
DEPARTMENT OF PUBLIC WORKS

333 West Ocean Boulevard • Long Beach, CA 90802 • (562) 570-6383 • FAX (562) 570-8012

June 17, 2003

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

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

RECEIVED  
CITY CLERK  
LONG BEACH, CALIF.  
JUN 12 PM 5:01

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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June 17, 2003

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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

NB:SG:et  
attachment

APPROVED:

*Gerald R. Miller*  
GERALD R. MILLER  
CITY MANAGER



# CITY OF LONG BEACH

## DEPARTMENT OF PUBLIC WORKS

333 West Ocean Boulevard • Long Beach, CA 90802 • (562) 570-6383 • FAX (562) 570-6012

December 7, 2004

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

**SUBJECT:** First Amendment to Agreement No. 28450 with 3D/International, Agreement No. 28424 with Concept Marine Associates, and Agreement No. 28361 with CBM Consulting, Inc., for As-Needed Construction Management Services (Citywide)

### DISCUSSION

On June 17, 2003, the City Council authorized agreements, with three-year terms, for as-needed construction management (CM) services with 3D/International (3D/I), Concept Marine Associates (CMA), and CBM Consulting, Inc., (CBM) for an amount not to exceed \$1 million per firm. Each firm was selected in accordance with Administrative Regulation 8-4, "Selecting Professional Consultants." CM services are used to assist City staff to ensure efficient and cost effective service delivery for meeting tenant facility and capital improvement needs throughout the City of Long Beach. These services have greatly helped to alleviate the backlog of capital projects for facilities identified in the City's Capital Improvement Program (CIP) as well as improve overall project delivery.

The City has successfully utilized CM services on various projects throughout the City such as the Emergency Communications and Operations Center, the Public Safety Building, the Family Health Education Center and the City Hall Elevator Modernization effort. Because of the increasing number of CIPs, and the demonstrated usefulness of the services provided by these firms, the City has already expended 75 percent of the contract amounts for 3D/I and CBM and 54 percent for CMA. It is anticipated that the need for CM services will continue to increase but, at the current rate of expenditure, the contract amounts will be exhausted prior to the termination of the agreements in June 2006.

It is therefore recommended that each contract be increased by \$1,000,000 to cover anticipated CM service needs over the remainder of each agreement's term. As individual project needs are identified out of the 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 those services.

This matter was reviewed by Senior Deputy City Attorney Donna F. Gwin and Budget Management Officer David Wodynski on November 24, 2004.

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TIMING CONSIDERATIONS

City Council action on this matter is requested on December 7, 2004 in order to continue moving CIP projects forward.

FISCAL IMPACT

Sufficient funds to support the CM services will be budgeted in various capital improvement projects within the Department of Public Works (PW). 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 first amendments to increase the amount of the as-needed construction management contracts for 3D/International (Agreement No. 28450), Concept Marine Associates (Agreement No. 28424), and CBM Consulting, Inc., (Agreement No. 28361) by \$1,000,000 each.

Respectfully submitted,




CHRISTINE F. ANDERSEN  
DIRECTOR OF PUBLIC WORKS

CFA:RS:bf:ms  
P/CL/FY 04-05/Nov/As-Needed Construction Agreements

Attachment

APPROVED:



GERALD R. MILLER  
CITY MANAGER

**SCOPE OF WORK****AS NEEDED CONSTRUCTION MANAGEMENT SERVICES**

The consultant shall become fully acquainted with the project plans and specifications and shall conduct regularly scheduled progress meetings and supplemental coordination meetings as needed for the project. The consultants' responsibilities shall include:

1. Selection and management of consultants.
2. Site and building evaluation.
3. Constructability reviews.
4. Value engineering.
5. Assist with agency review and approvals.
6. Provide monthly summaries of construction activities.
7. Coordination of quality assurance program or special inspections.
8. Utility and agency coordination.
9. Prepare agenda and minutes for the progress and supplemental coordination meetings.
10. Review the initial contractor's schedule and revisions, provide comments and recommend corrections and/or approval.
11. Analyze and negotiate change orders and make recommendations for claims avoidance as needed.
12. Receive, log and track Requests for Information, process same to appropriate parties for review and response and transmit responses.
13. Assist in coordinating and expediting approvals. The project architect will receive, log, track and process submittals.
14. Prepare punch lists.
15. Review contractor pay requests and coordinate required revisions and/or recommend approval for payment to be processed by the City. Maintain spreadsheet to track payments and retention.
16. Provide inspections, materials and/or soils testing.
17. Provide digital documents control via expedition database utilization or approved equal.
18. Provide labor compliance monitoring.
19. Provide environmental monitoring.