

R-25

January 21, 2020

HONORABLE MAYOR AND CITY COUNCIL
City of Long Beach
California

RECOMMENDATION:

Adopt Specifications No. RFP ED19-096 and award contracts to Black O'Dowd and Associates, dba BOA Architecture, of Long Beach, CA; Gillis & Panichapan Architects, Inc., of Costa Mesa, CA; Kardent Design, Planning & Management, of Long Beach, CA; La Canada Design Group, of Pasadena, CA; and, Westgroup Designs, Inc., of Irvine, CA; for as-needed space-planning and architectural services, in an aggregate amount not to exceed \$1,200,000, for a period of two years, with the option to renew for three additional one-year periods, at the discretion of the City Manager; and authorize the City Manager, or designee, to execute all documents necessary to enter into the contracts, including any necessary amendments. (Citywide)

DISCUSSION

City Council approval is requested to enter into contracts with Black O'Dowd and Associates, dba BOA Architecture, Gillis & Panichapan Architects, Inc., Kardent Design, Planning & Management, La Canada Design Group, and Westgroup Designs, Inc., for as-needed space-planning and architectural services. The City of Long Beach (City) has historically used outside firms on an as-needed basis for space-planning and architectural services for tenant improvement projects. These specialized services are being utilized to meet the needs of City departments for current as well as unforeseen projects that will arise over the next two years, most notably for tenant improvement projects at buildings owned by the City or otherwise occupied by City staff. Current agreements for these services expire on March 31, 2020.

A Request for Proposals (RFP) was released on July 3, 2019, to solicit proposals from qualified firms, and 5,153 potential proposers specializing in space-planning and architectural services were notified of the opportunity. Of those proposers, 101 downloaded the RFP document via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth 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 28 local, minority-owned, and women-owned business groups. Seventeen proposals were received by the August 5, 2019, deadline. Of those proposers, four were Minority-owned Business Enterprises (MBEs), three were Women-owned Business Enterprises (WBEs), five were certified Small Business Enterprises (SBEs), and two were Long Beach businesses (Local).

A Selection Committee, comprised of representatives from the Economic Development and Airport Departments, unanimously selected a total of five firms based on the anticipation of forecasted assignments over the next two years. All five firms, outlined below, were selected due to the level of prior experience, expertise of key personnel, and the variety of services and capabilities that each firm can provide. Further, these firms have the capability to provide the requested services at a competitive rate providing the best value to the City.

- Black O'Dowd and Associates, dba BOA Architecture, of Long Beach, CA (Local)
- Gillis & Panichapan Architects, Inc., of Costa Mesa, CA (MBE)
- Kardent Design, Planning & Management, of Long Beach, CA (Local)
- La Canada Design Group, of Pasadena, CA
- Westgroup Designs, Inc., of Irvine, CA (MBE/WBE)

Local Business Outreach

In an effort to align with the City's outreach goal, Long Beach businesses are encouraged to submit bids for City contracts. The Purchasing Division also assists businesses with registering on the PlanetBids database to download the bid specifications. Through outreach, two Long Beach vendors were notified to submit bids, of which both downloaded and neither submitted a bid. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Amy R. Webber on December 31, 2019, Purchasing Agent Tara Yeats on December 24, 2019, and by Revenue Management Officer Geraldine Alejo on December 26, 2019.

TIMING CONSIDERATIONS

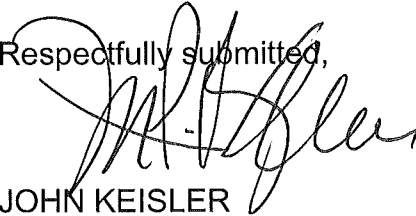
City Council action to adopt Specifications No. RFP EP19-096 and award contracts concurrently is requested on January 21, 2020, to ensure the contracts are in place expeditiously.

FISCAL IMPACT

The total aggregate contract authority will not exceed \$1,200,000. No appropriation increase is requested at this time. Any work not currently budgeted will only proceed at such time that appropriation has been approved by the City Council. Requests for these services will be on an as-needed basis and funded by the requesting department prior to the work order being issued to the firms. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. The anticipated job impact created by this recommendation is unknown at this time and will depend on the type of funds and work assigned over the term of the contracts.

SUGGESTED ACTION:

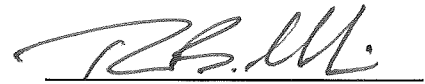
Approve recommendation.

Respectfully submitted,


JOHN KEISLER
DIRECTOR OF ECONOMIC DEVELOPMENT

JK:MFT:LCC

APPROVED:


THOMAS B. MODICA
ACTING CITY MANAGER