



Office of the City Manager

CONSENT CALENDAR  
June 14, 2022

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Henry Oyekanmi, Director, Finance

Subject: Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on June 14, 2022

**RECOMMENDATION**

Approve the request for proposals or invitation for bids (attached to staff report) that will be, or are planned to be, issued upon final approval by the requesting department or division. All contracts over the City Manager's threshold will be returned to Council for final approval.

Total estimated cost of items included in this report is **\$270,000**.

<b><u>PROJECT</u></b>	<b><u>Fund</u></b>	<b><u>Source</u></b>	<b><u>Amount</u></b>
HHCS Equity Consultant	336	One Time Grant	\$120,000
Berkeley Public Library Strategic Planning	101	Library Tax	\$150,000
<b>Total:</b>			<b>\$270,000</b>

**CURRENT SITUATION AND ITS EFFECTS**

On May, 6, 2008, Council adopted Ordinance No. 7,035-N.S. effective June 6, 2008, which increased the City Manager's purchasing authority for services to \$50,000. As a result, this required report submitted by the City Manager to Council is now for those purchases in excess of \$100,000 for goods; and \$200,000 for playgrounds and construction; and \$50,000 for services. If Council does not object to these items being sent out for bid or proposal within one week of them appearing on the agenda, and upon final notice to proceed from the requesting department, the IFB (Invitation for Bid) or RFP (Request for Proposal) may be released to the public and notices sent to the potential bidder/respondent list.

Formal Bid Solicitations and Request for Proposals  
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BACKGROUND

On May 6, 2008, Council adopted Ordinance No. 7,035-N.S., amending the City Manager's purchasing authority for services.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The Finance Department reviews all formal bid and proposal solicitations to ensure that they include provisions for compliance with the City's environmental policies. For each contract that is subject to City Council authorization, staff will address environmental sustainability considerations in the associated staff report to City Council.

RATIONALE FOR RECOMMENDATION

Need for the services.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Darryl Sweet, General Services Manager, Finance, 510-981-7329

Attachments:

- 1: Formal Bid Solicitations and Request for Proposals Scheduled for Possible Issuance After Council Approval on June 14, 2022
  - a. HHCS Equity Consultant
  - b. Berkeley Public Library Strategic Planning

Note: Original of this attachment with live signature of authorizing personnel is on file in General Services.

SPECIFICATI ON NO.	DESCRIPTION OF GOODS / SERVICES BEING PURCHASED	APPROX. RELEASE DATE	APPROX. BID OPENING DATE	INTENDED USE	ESTIMATED COST	BUDGET CODE TO BE CHARGED	DEPT. / DIVISION	CONTACT NAME & PHONE
22-11529-C	HHCS Equity Consultant	6/15/2022	7/6/2022	Contract with a consultant to create a HHCS-wide equity framework and facilitate development of a department strategic plan that is anchored in this equity framework.	\$120,000	HHOCER2201- NONPERSONN-OPERATING- MISCPROFSV;  336-51-501-501-2075-000- 451-612990-	HHCS/Office of the Director	Katie Hawn 847-8532
<b>Dept TOTAL</b>					\$120,000.00			
22-11530-C	Berkeley Public Library Strategic Planning	6/15/2022	7/11/2022	The City of Berkeley is soliciting written proposals from qualified firms or individuals is seeking proposals from organizations experienced in work with libraries and with strategic planning to aid in the development and facilitation of a community- focused process resulting in a Strategic Plan and updated Mission, Vision, Values, and Culture statements. The Plan will serve as a tool to guide the organization and to communicate with the community about the Library.	\$150,000	101-22-241-261-0000-000- 463-612990-	Berkeley Public Library	Tess Mayer 981-6108
<b>Dept TOTAL</b>					\$150,000			
<b>TOTAL</b>					<b>\$270,000.00</b>			

