



Office of the City Manager

CONSENT CALENDAR
October 31, 2017

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 Proposal Scheduled for Possible Issuance After Council Approval on October 31, 2017

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.

FISCAL IMPACTS OF RECOMMENDATION

Total estimated cost of items included in this report is **\$5,000,000**.

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
On-Call Project and Construction Management Services	610/866	TBD(on-call contract) funds are built into projects Funding sources may vary and include 610 and 866 but initial funding will come from T-1 projects which is enough to fully fund the contract	\$2,000,000 (3 year term)
Plan Checking Services	833	833-8602-463-3038	\$3,000,000
Total:			\$5,000,000

Formal Bid Solicitations and Request for Proposals
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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 or RFP may be released to the public and notices sent to the potential bidder/respondent list.

BACKGROUND

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

ENVIRONMENTAL SUSTAINABILITY

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.

CONTACT PERSON

Shari Hamilton, General Services Manager, Finance, 510-981-7329

Attachments:

- 1: Formal Bid Solicitations and Request for Proposals Scheduled For Possible Issuance After Council Approval on October 31, 2017
 - a) On-Call Project and Construction Management Services
 - b) Plan Checking Services

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

DATE SUBMITTED: October 31, 2017

SPECIFICATION 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
18-11173-C	Project management and construction management services for various capital improvement projects at City-owned and maintained facilities	11/1/2017	11/23/2017	On-Call Project and Construction Management Services	\$2,000,000	TBD (on-call contract) funds are built into projects. Funding sources may vary and include 610 and 866 but initial funding will come from T-1 projects which is enough to fully fund the contract	Public Works/Eng	Taylor Lancelot 981-6421
DEPT. TOTAL					\$2,000,000			
18-11174-C	Plan checking services for all types of projects, including but not limited to new and existing buildings subject to special life safety provisions	11/1/2017	11/28/2017	Plan Checking Services	\$3,000,000	833-8602-463-3038	Planning/ Building & Safety	Jenny McNulty 981-7451
DEPT. TOTAL					\$3,000,000			
GRAND TOTAL					\$5,000,000			

