



Office of the City Manager

CONSENT CALENDAR
March 13, 2018

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 March 13, 2018

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 \$630,000.

<u>PROJECT</u>	<u>Fund</u>	<u>Source</u>	<u>Amount</u>
Legal and Mental Health Support for Immigrants and Religious Communities	010	General Fund	\$50,000
Data Collection and Evaluation Services for the goBerkeley Residential Shared Parking Pilot (RSPP) Project	614 835 835	MTC Off Street Parking Fund	\$200,000
Communication and Community Engagement Services for the goBerkeley Residential Shared Parking Pilot (RSPP) Project	614 835 835	MTC Off Street Parking Fund	\$200,000
On-site veterinary services for Berkeley animal care services	010	General Fund	\$180,000
Total:			\$630,000

Formal Bid Solicitations and Request for Proposals
Scheduled for Possible Issuance After Council
Approval on March 13, 2018

CONSENT CALENDAR
March 13, 2018

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 March 13, 2018.

- a) Legal and Mental Health Support for Immigrants and Religious Communities
- b) Data Collection and Evaluation Services for the goBerkeley Residential Shared Parking Pilot (RSPP) Project
- c) Communication and Community Engagement Services for the goBerkeley Residential Shared Parking Pilot (RSPP) Project
- d) On-site veterinary services for Berkeley animal care services

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

DATE SUBMITTED: January 23, 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
18-11200-C	Legal and Mental Health Support for Immigrants and Religious Communities	3/14/2018	4/19/2018	Legal and mental health services for immigrants and religious communities. Contractor to provide legal advice and support, and mental health services, to Berkeley residents most impacted by immigration policies, ban, and threatened registry. Proposer shall demonstrate cultural and language relevance to serve those most impacted.	\$50,000	010-9703-410-3510	HHCS/HCS	Rhianna Babka 981-5410
DEPT. TOTAL					\$50,000			

DATE SUBMITTED: January 23, 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
18-11202-C	Data Collection and Evaluation Services for the goBerkeley Residential Shared Parking Pilot (RSPP) Project	3/14/2018	4/19/2018	Quantitative Data Analysis: Contractor will conduct initial parking/curb inventory (measurement of non-colored curb length, colored curb inventory), observe parking demand pre/post implementation. Contractor will develop and implement methodology for analyzing parking behavior (turnover rates, parking search time etc.) Data Analysis: Contract will develop methods to effectively utilize Automated License plate recognition (ALPR) technology for data analysis. Contractor will develop methods to evaluate Green House Gas (GHG) emissions due to cruising for parking.	\$200,000 in total FY 19: \$66,666.67 FY 20: \$66,666.67 FY 21: \$66,666.66	614-4940-431.30-38 17TD06 835-4940-410.30-38 14TD01 835-4940-431.30-38	Public Works/ Transportation	Gordon Hansen 981-7064
DEPT. TOTAL					\$200,000			

DATE SUBMITTED: January 23, 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
18-11203-C	Communication and Community Engagement Services for the goBerkeley Residential Shared Parking Pilot (RSPP) Project	3/14/2018	4/19/2018	Contractor will design the look and feel of the pilot program and assist with communications and outreach. Specifically, the contractor will lead the work, with guidance from City staff, to: <ul style="list-style-type: none"> • Create and implement communication and workshop/public meeting strategy • Develop descriptive pilot program name, logo, and branding guide • Develop information gathering and surveying strategy, implement surveys, and analyze results • Develop communication materials like fact sheets, reports, and press releases • Optional task to create a separate 	\$200,000 in total FY 19: \$66,666.67 FY 20: \$66,666.67 FY 21: \$66,666.66	614-4940-431.30-38 17TD06 835-4940-410.30-38 14TD01 835-4940-431.30-38	Public Works/ Transportation	Gordon Hansen 981-7064
DEPT. TOTAL					\$200,000			
18-11204-C	On-site veterinary services for Berkeley animal care services	3/15/2018	4/12/2018	On site veterinary services for animal care services	\$60,000 annually for 3 years Total \$180,000	010-0704-410-30-37	CM/Animal Services	Amelia Funghi 981-6603
DEPT. TOTAL					\$180,000			
GRAND TOTAL					\$630,000			

