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OFFICE OF THE CITY CLERK
OAKLAND
2018 JUN 14 PM 5:31

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Jason Mitchell
Director, Public Works

SUBJECT: On-Call Architectural Services
Agreement Increase - HYA

DATE: June 4, 2018

City Administrator Approval

Date:

6/8/18

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Waiving The Competitive Request For Proposal/Qualification ("RFP/Q") Requirement And Authorizing The City Administrator To Increase The On-Call Architectural Services Agreement With Hibser Yamauchi Architects (HYA) By An Amount Not-To-Exceed Seventy-Five Thousand Dollars (\$75,000.00), Bringing The Total Contract Amount From One Hundred Fifty Thousand Dollars (\$150,000.00) To Two Hundred Twenty-Five Thousand Dollars (\$225,000.00).

EXECUTIVE SUMMARY

Approval of this resolution will authorize the City Administrator to execute an amendment to increase the On-Call Architectural Services Agreement with Hibser Yamauchi Architects by an amount not-to-exceed \$75,000, bringing the total contract amount from \$150,000 to \$225,000.

It is necessary to increase the contract capacity in order to complete the renovations at Brookfield, Arroyo Viejo, and Manzanita Head Start Centers, funded by the Affordable Housing and Infrastructure Bond (Measure KK). The existing contract for on-call services lacks sufficient capacity to finalize construction bid documentation and provide construction support services for the projects. Implementation of these facility renovations is critical to comply with Federal operation standards and meet operational needs for the Head Start programs.

Section 2.04.051 B of the Oakland Municipal Code, authorizes the City Council to waive the competitive Request for Proposals/Request for Qualifications ("RFP/RFQ") selection requirement of Section 2.04.051 A of the Oakland Municipal Code upon a finding and determination that it is in the best interests of the City to do so.

BACKGROUND / LEGISLATIVE HISTORY

On June 18, 2013, City Council approved Resolution No. 84463 C.M.S. awarding an on-call architectural services contract to Hibser Yamauchi Architects for an amount not-to-exceed \$150,000.

Item: _____
Public Works Committee
June 26, 2018

Although the City Administrator's current authority to execute supplies and services contracts is up to \$250,000 in any single transaction without previous specific action by the City Council per OMC Section 2.04.020. A.1., at the time of the original On-Call Architecture Contract issuance, the City Administrator's authority limit to execute professional services contracts was \$100,000. Therefore, City Council approval is required to increase HYA's contract capacity.

In June 2017, Measure KK Funding was approved for the renovation of three Head Start facilities at Brookfield, Arroyo Viejo, and Manzanita Head Start Centers through the Fiscal Year (FY) 2017-2019 Budget process.

A Request for Proposal (RFP) was issued to On-Call Architectural Design Services for the Renovation project on September 29, 2017, to On-Call firms. HYA was the only firm that responded with a proposal. HYA lacked the capacity to complete the entire scope of services from Preliminary Design through Construction Administration. In order to move forward with the design, Task Orders were issued to HYA for services from Preliminary Design through 95 percent construction documentation for the three Head Start Facilities.

ANALYSIS AND POLICY ALTERNATIVES

An amendment is needed to increase the On-Call Architectural Services Agreement with Hibser Yamauchi Architects by an amount not-to-exceed \$75,000, bringing the total contract amount from \$150,000 to \$225,000. The increase will allow completion of the Head Start Facilities Renovation Projects at Brookfield, Arroyo Viejo, and Manzanita Head Starts Centers as well as allow for a contingency and addressing other projects' needs.

The capacity of the existing contract has been reserved for preliminary planning and design through 95 percent construction documentation services. An additional \$46,476 is required to complete the design for the three facilities. The remaining \$28,527 capacity will be reserved as needed for project contingency and other projects if needed as part of the on-call resources.

Renovation of these facilities is a top priority for the Department of Human Services, as their ability to run Head Start Programs that comply with federal standards is impacted by the needed renovations. In order to complete the remaining design scope and construction support services, an amendment to the existing consultant contract capacity is necessary to support the completion of the project.

It would be economically inefficient and delay the completion schedule for a new firm to become familiar with and understand the history of the project, and assume the design liability of the current work.

Section 2.04.051 B of the Oakland Municipal Code, authorizes the City Council to waive the competitive Request for Proposals/Request for Qualifications ("RFP/RFQ") selection requirement of Section 2.04.051 A of the Oakland Municipal Code upon a finding and determination that it is in the best interests of the City to do so.

Staff is planning to issue a new Request for Qualification for Architectural Services in Fiscal Year 2018-19 for Council's approval.

FISCAL IMPACT

Approval of this resolution will authorize the City Administrator to increase the On-Call Architectural Services Agreement with Hibser Yamauchi Architects by an amount not-to-exceed \$75,000, bringing the total contract amount from \$150,000 to \$225,000.

1. AMOUNT OF RECOMMENDATION/COST OF PROJECT:

Cost Element	Total Amount
Design service fees to complete 100 percent Construction documentation, Bid and Award and Construction Support at Arroyo Viejo Head Start	\$10,657.00
Design service fees to complete 100 percent Construction documentation, Bid and Award and Construction Support at Brookfield Head Start	\$14,271.00
Design service fees complete 100 percent Construction documentation, Bid and Award and Construction Support at Manzanita Head Start	\$21,545.00
Contract contingency for scope of work increase	\$28,527.00
TOTAL CONSULTANT CONTRACT INCREASE	\$75,000.00

2. SOURCE OF FUNDING:

Funding Source	Amount
<u>AE Design Services Arroyo Viejo Head Start:</u> Measure KK (fund 5330); Capital Projects Organization (92270); Professional Services Account (54411); Project 1003442	\$10,657.00
<u>AE Design Services Brookfield Head Start:</u> Measure KK (fund 5330); Capital Projects Organization (92270); Professional Services Account (54411); Project 1003443	\$14,271.00
<u>AE Design Services Manzanita Head Start:</u> Measure KK (fund 5330); Capital Projects Organization (92270); Professional Services Account (57112); Project 1003445	\$21,545.00
Total Fund Sources for Head Start Projects Above	\$46,473.00

Contingency for Future Projects Funding shall be identified at the time of the projects	\$28,527.00
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3. FISCAL IMPACT:

The Measure KK funds will be used for the Head Start Facilities projects as noted above. The remaining contract capacity will be available as contingency or to be used by other projects funded at the time which they are identified for On-call services.

PUBLIC OUTREACH / INTEREST

No outreach was deemed necessary for the proposed policy action beyond the standard City Council agenda noticing requirements.

COORDINATION

The work to be done under this contract has been coordinated with the Oakland Parks and Recreation Department, Department of Human Services, appropriate divisions within the Public Works Department and Contract and Compliance Division.

This report and the resolutions have been reviewed for form and legality by the Office of the City Attorney and have been reviewed by the Budget Bureau.

SUSTAINABLE OPPORTUNITIES

Economic: This project replaces damaged and aged City infrastructure. HYA Architects is a certified Local Business Enterprise.

Environmental: The Head Start Facilities renovation work will include interior micro-climatic improvements to improve environmental comfort for Head Start students, teachers and staff. Low Impact design solutions will be employed, including installation of fans, improved insulation of window openings, and replacement of outdated lighting fixtures with LED to achieve energy savings.

Social Equity: The project will improve educational facilities and lifetime opportunities for local Head Start program participants.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council adopt the Resolution authorizing the City Administrator or designee to increase the On-Call Architectural Services Agreement with Hibser Yamauchi Architects by an amount not-to-exceed \$75,000, bringing the total contract amount from \$150,000 to \$225,000.

For questions regarding this report, please contact Christine Reed, RLA, Capital Improvement Project (CIP) Coordinator at (510) 238-6540.

Respectfully submitted,

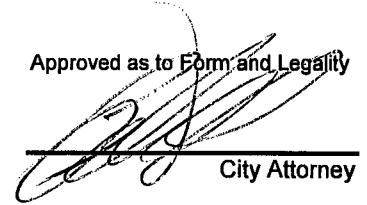


JASON MITCHELL
Director, Oakland Public Works

Reviewed by:
Danny Lau, P.E., Assistant Director
Bureau of Design & Construction

Reviewed by:
Matthew Lee, P.E., Division Manager
Project Delivery Division

Prepared by:
Christine Reed, RLA, CIP Coordinator
Project Delivery Division



City Attorney

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OAKLAND CITY COUNCIL

RESOLUTION No. _____ C.M.S.

Introduced by Councilmember _____

RESOLUTION WAIVING THE COMPETITIVE REQUEST FOR PROPOSAL/QUALIFICATION (“RFP/Q”) REQUIREMENT AND AUTHORIZING THE CITY ADMINISTRATOR TO INCREASE THE ON-CALL ARCHITECTURAL SERVICES AGREEMENT WITH HIBSER YAMAUCHI ARCHITECTS (HYA) BY AN AMOUNT NOT-TO-EXCEED SEVENTY-FIVE THOUSAND DOLLARS (\$75,000.00), BRINGING THE TOTAL CONTRACT AMOUNT FROM ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00) TO TWO HUNDRED TWENTY-FIVE THOUSAND DOLLARS (\$225,000.00.)

WHEREAS, Hibser Yamauchi Architects (HYA) was chosen through the City’s Request for Proposal process to provide architectural services for City of Oakland projects on an on-call basis; and

WHEREAS, on June 18, 2013, City Council approved Resolution No. 84463 C.M.S. awarding an on-call architectural services contract to HYA for an amount not-to-exceed \$150,000.00; and

WHEREAS, Head Start Facilities Renovations Projects for Brookfield, Arroyo Viejo and Manzanita Head Start Centers are identified for funding by Bond Measure KK for FY 2017-19; and

WHEREAS, a Request for Proposal (RFP) was issued to On-Call Architectural Design Services for the Renovation project on September 29, 2017, to On-Call firms, and HYA was the only firm responding with a proposal; and

WHEREAS, staff utilized the on-call contract with Hibser Yamauchi Architects for the Head Start Facilities Renovation Projects to commence the programming/planning, survey, schematic design, design development, and preparation of construction documents; and

WHEREAS, HYA complies with all Local Business Enterprise/Small Local Business Enterprise requirements; and

WHEREAS, additional design services are required to complete the project; and

WHEREAS, the existing contract for on-call services lacks sufficient capacity to complete the project; and

WHEREAS, it is in the best interest of the City to continue utilizing HYA to complete construction bid documentation, for additional construction support services, contingency for unforeseen conditions and potential additional design services that may occur during the construction of the project; and

WHEREAS, funding for design services for Head Start facilities Renovations at Brookfield, Arroyo Viejo, and Manzanita Head Starts Centers from the Bond Measure KK Fund (5330), Capital Project Management Organization (92270), Consultant Services Account (54411) in Head Start Facilities Renovation Projects (1003442, 1003443, 1003445); and

WHEREAS, Section 2.04.051 B of the Oakland Municipal Code, authorizes the City Council to waive the competitive Request for Proposals/Request for Qualifications (“RFP/RFQ”) selection requirement of Section 2.04.051 A of the Oakland Municipal Code upon a finding and determination that it is in the best interests of the City to do so; and

WHEREAS, the City Council finds and determines that the performance of this contract is in the public interest because of the critical schedule for project implementation; and

WHEREAS, the City Council finds that this contract is for services of a professional, scientific or technical nature; and

WHEREAS, the City Council finds that services under the contract will be temporary in nature shall not result in the loss of employment or salary by any person having permanent status in the competitive services; now, therefore, be it

RESOLVED: That pursuant to Section 2.04.051 B of the Oakland Municipal Code, the City Council finds that it is in the best interests of the City to waive the competitive RFP/RFQ selection requirement of Section 2.04.051(A) of the Oakland Municipal Code in order to expedite the completion of the design and construction support services for the Head Start facilities renovations at Brookfield, Arroyo Viejo, and Manzanita Centers and based on the reasons and circumstances set forth in the Report that accompanies this Resolution; and be it

FURTHER RESOLVED: That the City Administrator, or her designee, is hereby authorized to execute Amendment No. 2 to increase the agreement with Hibser Yamauchi Architects by an amount not-to-exceed seventy five thousand dollars (\$75,000.00), bringing the total contract amount from one hundred fifty thousand dollars (\$150,000.00) to two hundred twenty five thousand dollars (\$225,000.00); and be it

FURTHER RESOLVED: That the City Administrator, or her designee, is hereby authorized to approve any subsequent amendments to or extensions of said agreement with the exception of those related to an increase in the total dollar amount of the agreement; and, be it

FURTHER RESOLVED: That a copy of the agreement will be on file in the City Clerk's Office and will be reviewed and approved for form and legality by the Office of the City Attorney.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN, and PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____
LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California