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DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

OFFICE OF THE DIRECTOR

916-449-5548

February 14, 1990

DIVISIONS:

Joint Transportation and
Community Development Committee/
Budget and Finance
Sacramento, California

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

Honorable Members In Session:

Subject: APPROVAL OF INTERIOR DESIGN CONSULTANT SERVICES AGREEMENT
FOR THE SACRAMENTO CENTRAL LIBRARY INTERIORS (QA11)
828 "I" STREET, SACRAMENTO

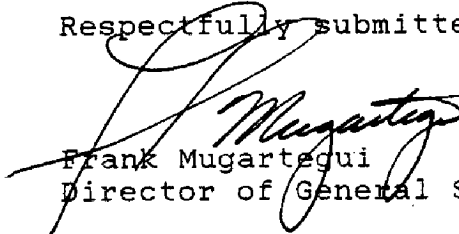
SUMMARY

The attached report recommends authorization for an interior design agreement and funding for programming and Schematic Design only.

RECOMMENDATION

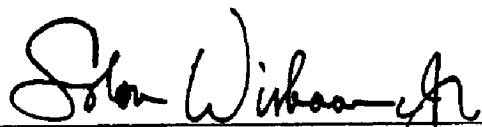
It is recommended that the Joint Transportation and Community Development/ Budget and Finance Committees review and recommend acceptance of the attached report and adoption of the Resolution by the full Council.

Respectfully submitted,



Frank Mugartegui
Director of General Services

Recommendation Approved:



Solon Wisham, Jr.
Assistant City Manager

February 20, 1990
District #1

Note: Questions regarding this report should be referred to Gary Szydelko, Supervising Architect, Facility Management Division, 449-5977.



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February 15, 1990

City Council
Sacramento, California

Honorable Members In Session:

Subject: APPROVAL OF INTERIOR DESIGN CONSULTANT SERVICES AGREEMENT
FOR THE SACRAMENTO CENTRAL LIBRARY INTERIORS (QA11)
828 "I" STREET, SACRAMENTO

SUMMARY

This report requests City Council authorization to enter into an interior design agreement with Simon, Martin-Vegue, Winkelstein, and Moris for professional services and to approve funding for the Predesign and Schematic Design Phases of this project.

BACKGROUND

In September, 1989, the Department of General Services issued a public notice requesting firms interested in providing interior design services, for the Sacramento Central (Plaza) Library Interiors, to submit proposals.

Twenty-three (23) firms expressed interest in the project and received a copy of the City's Request for Qualifications (RFQ); subsequently, fifteen (15) firms submitted formal responses to the City's RFQ. From the fifteen responses, three firms were shortlisted for further investigation and formal interviews.

A technical staff committee, consisting of five individuals representing the City Manager's Office, Central Library staff, and the Department of General Services reviewed the qualifications of each shortlisted firm. Following further research and investigation of the shortlisted firms, the committee selected Simon, Martin-Vegue, Winkelstein and Moris as the successful finalist.

City Council
Re: Sacramento Central Library Interiors
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This contract provides for interior design services in the new library, galleria, and portions of the old library building. It does not include the Sacramento Room, which will be funded through fund raising activities. Interior design of the Sacramento Room will be covered in a separate agreement.

FINANCIAL DATA

On September 19, 1989, the City Council authorized a Capital Improvement Project and an initial program level budget for the design of interior furnishings for the Central Library in the amount of \$74,436. Included in the \$74,436, was a \$30,000 design fee which was based on a preliminary cost per square foot estimate without a detailed scope of work. The project was established early so that staff could begin planning and programming for purchase and installation of furniture, fixtures and equipment for the library. The critical path schedule for the project showed that design work must be completed by July, 1990, and furniture and fixtures sent out to bid in July, 1990 if the library is to open in July, 1991.

The Library staff has prepared a preliminary budget for the entire interiors project. This proposal will be reviewed in the context of the 1990-91 Budget. The proposal is broken down as follows:

Furniture and Fixtures	\$1,800,000
Equipment	\$1,640,000
Telephones and Computer Connections	\$ 300,000
Contingency for furniture, equipment and furnishings	\$ 374,000
Consultants	\$ 224,000
Moving/Storage of furniture and equipment pending installation	\$ 100,000
Staff costs, indirects and reproduction	\$ 135,000
Project Contingency	<u>\$ 453,000</u>
Total	\$5,026,000

The interior design consultants will provide plans and specifications for furniture and equipment (\$1.8 million). The library staff will specify equipment requests (\$1.6 million). Funding for the project will be considered during the 1990-91 Capital Improvement Project Program.

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The interior design agreement is divided into the following six phases and includes professional fees and reimbursable expenses:

Phase I	-	Predesign Phase	\$ 9,710
Phase II	-	Schematic Design Phase	\$ 47,935
Phase III	-	Design Development Phase	\$ 32,900
Phase IV	-	Contract Documents Phase	\$ 51,400
Phase V	-	Bidding Phase	\$ 5,800
Phase VI	-	Contract Administration/ Installation Phase	<u>\$ 34,210</u>
Total			\$181,955

Dividing the project into several phases allows the City an opportunity to evaluate work completed by the interior designers to determine if the project should proceed further. Information necessary to evaluate the project will be available upon completion of Schematic Design Phase. Authorization for the interior designers to proceed through completion of the Schematic Design Phase will require encumbering \$57,645.00.

Sufficient funding for activities through completion of the Schematic Design Phase is available through the Capital Project for Library Interior Design (QA11 - General Fund). Staff will review options for funding the balance of the contract in the context of the mid-year review and report back to Committee in March with a recommendation on how to proceed.

POLICY CONSIDERATIONS

The agreement is structured in a manner whereby the City and consultant agree to a fixed contract limit for the total project. Funding for activities beyond the Schematic Design Phase will be developed and authorized by the City Council as the project progresses. This arrangement is a departure from the previous practice of identifying funding for the total agreement before work begins, but is required to preclude delaying opening the new library. Informational reports and requests for authorization will be provided to the City Council at critical stages of the project.

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MBE/WBE EFFORTS

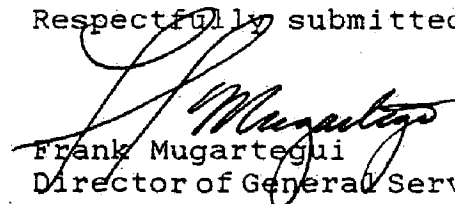
The Request For Qualifications issued during the consultant selection process encouraged participation of MBE/WBE in the project and stipulated the City's commitment to substantially increase the utilization of MBE/WBE firms in all City projects. Out of fifteen firms that submitted formal responses to the City's RFQ, ten firms claimed MBE/WBE status, and out of the three shortlisted firms, only one firm claimed such status. After review of all qualifications, the Technical Staff Committee determined that Simon, Martin-Vegue, Winkelstein & Moris (SMWM) illustrated the unique ability necessary for the interior design of this project and they are also WBE certified.

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution authorizing:

1. The City Manager execute an agreement with Simon, Martin-Vegue, Winkelstein and Moris to provide interior design services for the interiors of the Sacramento Central Plaza Library for an amount not to exceed \$181,955.; and
2. Approve funding for the consultant to provide interior design services through completion of Phase II, Schematic Design for a sum not to exceed \$57,645.

Respectfully submitted,


Frank Mugartegui
Director of General Services

Recommendation Approved:

Walter J. Slipe, City Manager

February 27, 1990
District #1

Note: Questions regarding this report should be referred to Gary Szydelko, Supervising Architect, Facility Management Division, 449-5977.

RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF February 27, 1990

RESOLUTION AUTHORIZING THE CITY MANAGER
TO EXECUTE AN INTERIOR DESIGN AGREEMENT
WITH SIMON, MARTIN-VEGUE, WINKELSTEIN & MORIS
IN THE AMOUNT OF \$181,955. AND APPROVE
FUNDING FOR COMPLETION OF SERVICES
THROUGH PHASE II, SCHEMATIC DESIGN
IN THE AMOUNT OF \$57,645.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

1. The City Manager is hereby authorized to execute an agreement with Simon, Martin-Vegue, Winkelstein and Moris to provide interior design services for the interiors of the Sacramento Central Plaza Library for an amount not to exceed \$181,955.; and
2. Funding is approved for the consultant to provide interior design services through completion of Phase II, Schematic Design for a sum not to exceed \$57,645.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____