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DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

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

916-449-5548

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

January 26, 1990

Joint Transportation and
Community Development Committee/
Budget and Finance
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

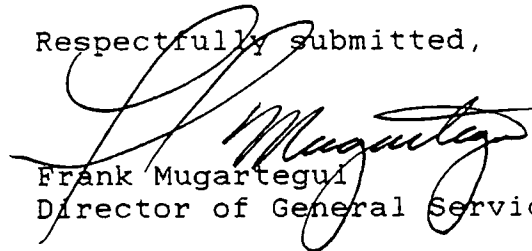
SUMMARY

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

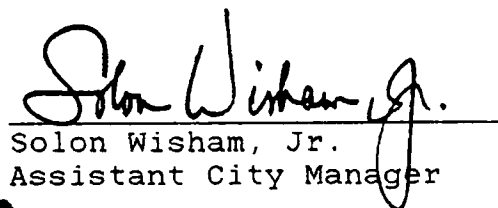
RECOMMENDATION

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 6, 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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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

On September 3, 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 by September 25, 1989.

Twenty-three (23) firms expressed interest in the project and received a copy of the City's Request for Qualifications (REQ).

On September 25, 1989, fifteen (15) firms submitted formal responses to the City's REQ. From the fifteen responses, three firms were shortlisted for further investigation and formal interviews.

On Wednesday, October 25, 1989, 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.

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This contract represents a basic professional services agreement for interior design services consistent with other similar projects.

FINANCIAL DATA

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

The consultant's agreement is divided into several phases thereby allowing the City an opportunity to evaluate work completed by the architects and 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.

On September 19, 1989, the City Council authorized a new Capital Improvement Project and amended the budget for the design, purchase, and installation of interior furnishings for the Central Library in the amount of \$74,436.00.

The establishment of this project was requested in order to meet the scheduled opening of the Library on July 1, 1991. It was necessary to start the design process for the interior this fiscal year to order, receive, and install the interior furnishings in 1990-91. It was originally the intent of staff to budget the entire interior design and furniture acquisition as part of the 1990-91 Capital Improvement Budget (preliminary estimates placed the cost of the interior improvements in the range of \$2.5 to \$5.0 million).

The original project estimates for interior design phase was \$74,436. With the completion of the project draft program (project scope) and contract negotiations with the selected consultant, the revised cost estimate is now \$261,017 for a change of \$186,581. Below is a table comparing the changes:

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	<u>19 Sept. 89</u> <u>Estimate</u>	<u>Revised</u> <u>Estimate</u>	<u>Change</u>
Interior Design Consultant	\$30,000	\$181,955	+\$151,955
Cost Estimating Consultant	\$ 5,000	\$ 3,500	-\$ 1,500
Special Consultants	\$ 5,000	\$ -0-	-\$ 5,000
Predesign-Bid Management	\$ 9,000	\$ 13,570	+\$ 4,570
Staff Benefits	\$ 3,423	\$ 5,160	+\$ 1,737
Indirect Costs	\$18,013	\$ 27,158	+\$ 9,145
Contingency	\$ 4,000	\$ 26,174	+\$ 22,174
Reproduction	\$ -0-	\$ 3,500	+\$ 3,500
	\$74,436	\$261,017	\$186,581

Since there are insufficient funds to encumber the entire contract amount, staff is recommending awarding only the first two phases at this time. 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.

Sufficient funding for activities through completion of the Schematic Design Phase is available through the Capital Project for Library Interior Design (QA11 - General Fund).

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. Informational reports and requests for authorization will be provided to the City Council at critical stages of the project.

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 MBE/WBE certified.

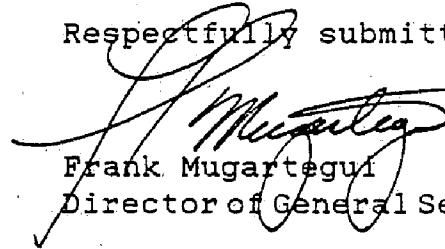
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RECOMMENDATION

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

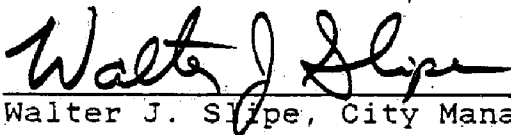
1. The City Manager execute an agreement with Simon, Martin-Vegue, Winkelstein and Moris to provide interior design services for the interiors of the Sacramento Central Plaza Library for an amount not to exceed \$181,955.; and
2. Approve funding for the consultant to provide interior design services 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. Slupe, City Manager

February 6, 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 6, 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: _____