

REPORT TO THE CITY COUNCIL
EXECUTIVE SUMMARY SHEET

DATE REPORT ISSUED: September 8, 2009
ATTENTION: Land Use and Housing Committee
ORIGINATING DEPT.: Engineering and Capital Projects
SUBJECT: As-Needed Mechanical Engineering Services Agreement with Lee & Ro, Inc.
COUNCIL DISTRICT: Citywide
STAFF CONTACT: Patti Boekamp 619-236-6274 or James Nagelvoort 619-533-3616

REQUESTED ACTION:

- Authorize the Mayor, or his designee, to execute an as-needed professional services agreement with Lee & Ro, Inc. design to provide mechanical engineering design services for the Engineering and Capital Project Department in an amount not to exceed \$1,000,000;
- Authorize the expenditure of \$1,000 from from CIP A-BT.00001 (sublet Museum of Man HVAC, WBS B-00942); Fund 400002, Capital Outlay, for the purpose of funding the minimum contract amount.

STAFF RECOMMENDATION:

Forward to City Council for consideration and approval.

EXECUTIVE SUMMARY:

The City utilizes As-Needed Engineering and Architectural Consultant Services to perform various engineering support services for the timely execution of its CIP projects on an on-going basis. As-Needed consultants provide professional services within specific disciplines for various projects city-wide. In order to design a project, the City may exercise different options. One option is to utilize consultants (i.e., engineers and/or architects). Factors such as workload, required expertise and schedule weigh into the decision to determine how to provide the project design. Because the amount of time required to develop a scope, advertise, schedule interviews, evaluate, and award a contract is somewhat lengthy, use of an as-needed contract proves very beneficial in the timely procurement of the required services. Task orders are issued for projects on an as-needed basis based on workload and expertise required.

This agreement will retain the services of a mechanical engineering to provide professional mechanical engineering design services on an as-needed, hourly fee basis. The contract cost shall not exceed \$1,000,000 and the contract has a maximum duration of 3 years. Currently the City has limited capacity and expertise to provide mechanical engineering design services. The City advertised for Request for Proposals for As-Needed Mechanical Engineering Design Services in the San Diego Daily Transcript, The San Diego Voice and Viewpoint, La Prensa, and Asian Journal, as well as in the City's website for contract opportunities. Nine responded to the advertisement. Based on their qualifications and evaluation criteria, all nine were selected to be interviewed by the interview/selection panel. These firms were interviewed in conformance with Council Policy 300-7, Lee & Ro was selected as highly qualified to provide the required services.

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This agreement provides mechanical engineering design services for the design of various Capital Improvements Projects. The services would include the preparation of construction documents for the replacement/upgrade of HVAC systems, plumbing systems, water and sewer plant improvements, and other miscellaneous services.

FISCAL CONSIDERATIONS:

This agreement stipulates the City will issue a task order(s) with a minimum aggregate value of \$1,000. Funds for the minimum contract amount are available in from CIP A-BT.00001 (sublet Museum of Man HVAC, WBS B-00942); Fund 400002, Capital Outlay. The contract amount shall not exceed \$1,000,000. Future tasks will be funded from the CIP projects requiring these services.

EQUAL OPPORTUNITY CONTRACTING INFORMATION:

Funding Agency: City of San Diego
Goals: 15% voluntary (MBE/WBE/DBE/DVBE/OBE)
Sub-consultant Participation: Due to the nature of this as-needed contract, the participation will be reviewed based upon issuance of individual tasks. Lee & Ro, Inc. has identified that the following firms are likely to be used on tasks: Nasland Engineering, MacDonald Engineers, Inc., Bender Dean Engineering, Platt/Whitelaw Architects, Inc., Geocon, Inc. and URS.

PREVIOUS COUNCIL and/or COMMITTEE ACTION:

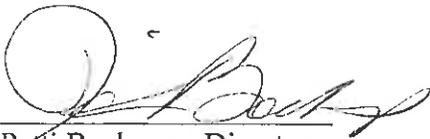
None

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS:

N/A

KEY STAKEHOLDERS:

N/A



Patti Boekamp, Director
Engineering and Capital Projects



David Jarrell
Deputy Chief Public Works