TO:                HONORABLE CITY COUNCIL

FROM:           CITY MANAGER    DEPARTMENT: PUBLIC WORKS

DATE:       MARCH 10, 2008       CMR:160:08

SUBJECT:   APPROVAL OF CONTRACT WITH ALFATECH CAMBRIDGE GROUP
IN THE TOTAL AMOUNT OF $569,280 FOR CONSTRUCTION
MANAGEMENT SERVICES FOR THE CIVIC CENTER
INFRASTRUCTURE IMPROVEMENTS – CAPITAL IMPROVEMENT
PROGRAM PROJECT PF-01002

RECOMMENDATION
Staff recommends that Council:

1. Approve and authorize the City Manager or his designee to execute the attached contract
with Alfatech Cambridge Group in the amount of $517,280 for Construction
Management Services for the Civic Center Infrastructure Improvements Project – Capital
Improvement Program Project PF-01002;

2. Authorize the City Manager or his designee to negotiate and execute one or more change
orders to the contract with Alfatech Cambridge Group for related, additional but
unforeseen work which may develop during the project, the total value of which shall not
exceed $52,000; and

3. Authorize the future retention of Alfatech Cambridge Group for phases 2 and 3 of the
Civic Center project, subject to Council approval of the additional compensation amount
and satisfactory performance in Phase 1.

BACKGROUND
The Civic Center was built in 1969. It houses City offices, the police station, and three levels of
parking. Major electrical and mechanical systems are approaching the end of their useful lives
and are in need of replacement in order to maintain uninterrupted services. As part of the on-
going capital infrastructure maintenance program, a complete building system study of the Civic
Center was completed in fiscal year 2002-03. An elevator upgrade was completed in 2005.
Design services were awarded in 2005 (CMR:282:05) for the remainder of the work which
includes electrical system upgrades, generator replacement, mechanical system upgrades, and
exterior sealing and painting. Mechanical and electrical systems serving the police wing are
excluded from the project at this time.

Due to the cost of the project, estimated at $12M, construction of this remaining work has been
broken into 3 phases and will be bid in three stages. Work in Phase 1, to which this contract
applies, will include replacement of the main building generator, boiler, and refurbishment or
replacement of major garage and building mechanical and electrical systems. This phase is
estimated at $6M. Future phases will upgrade the balance of the mechanical systems; electrical systems, including transformers, panels, etc.; and exterior painting and sealing. Future phases are expected to be completed over the next four to five years. Timing of specific items may shift due to condition assessment and availability of funding.

DISCUSSION
Renovation of the Civic Center’s mechanical and electrical systems requires specific technical experience and knowledge of mechanical and electrical systems; coordination of multiple prime contract management; and 24 hour/7 days per week oversight of the work. The limited project staffing available in-house will not allow for the required management of a project of this size and complexity. Given the need to keep the facility open during the construction phase, the logistics of this project will require a high degree of off-hours work and coordination with each of the prime contractors and City departments. Mechanical and electrical systems serving the police wing are excluded from the project at this time. If and when the City decides to lease the police wing, these upgrades would be discussed as part of any lease negotiations.

Summary of Solicitation Process

<table>
<thead>
<tr>
<th>Proposal Description/Number</th>
<th>Construction Management Services for Civic Center Infrastructure Improvements RFP#124310</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Length of Project</td>
<td>12 months</td>
</tr>
<tr>
<td>Number of Proposals Mailed</td>
<td>6</td>
</tr>
<tr>
<td>Total Days to Respond to Proposal</td>
<td>45 days</td>
</tr>
<tr>
<td>Pre-proposal Meeting Date</td>
<td>October 16, 2007</td>
</tr>
<tr>
<td>Number of Company Attendees at Pre-proposal Meeting</td>
<td>14 firms</td>
</tr>
<tr>
<td>Number of Proposals Received:</td>
<td>8</td>
</tr>
<tr>
<td>Company Name</td>
<td>Location (City, State)</td>
</tr>
<tr>
<td>1. 4Leaf, Inc.</td>
<td>Pleasanton, CA</td>
</tr>
<tr>
<td>2. Alfa Tech Cambridge Group, Inc.</td>
<td>Palo Alto, CA</td>
</tr>
<tr>
<td>3. Consolidated CM</td>
<td>Oakland, CA</td>
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<tr>
<td>4. Cooper Pugeda Management, Inc.</td>
<td>San Francisco, CA</td>
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<tr>
<td>5. Kitchell CEM</td>
<td>San Jose, CA</td>
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<tr>
<td>6. Salas O’Brien Engineers, Inc.</td>
<td>San Jose, CA</td>
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<tr>
<td>7. Swinerton Mgmt. and Consulting</td>
<td>San Francisco, CA</td>
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<tr>
<td>8. Zahn Group</td>
<td>San Francisco, CA</td>
</tr>
<tr>
<td>Range of Proposal Amounts Submitted</td>
<td>$437,368 to $829,760</td>
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</tbody>
</table>

A Request for Proposal (RFP) for construction management services for the Civic Center Infrastructure Improvements was posted on the City website and sent to six consulting firms on September 20, 2007. Firms were given 45 days to respond to the request. A pre-proposal meeting was held on October 16, 2007; fourteen firms attended the meeting. A total of eight firms submitted proposals. Proposals costs ranged from $437,368 to 829,760.

An evaluation committee consisting of staff from the Public Works Engineering and Facilities Management Divisions reviewed all proposals and four firms were invited to participate in oral interviews on December 5, 2007. The committee carefully reviewed each firm’s qualifications and submittals in response to the criteria identified in the RFP.
The proposals were judged by the following principle criteria:

- quality and effectiveness of proposed solutions,
- qualifications and experience of the staff to be assigned to the project, including knowledge of electrical and mechanical systems and multiple prime delivery method,
- proposal quality and completeness,
- perceived response time and ability to perform the work, and
- proposal cost.

Alfatech Cambridge Group (ATCG) was selected because it demonstrated superior knowledge of construction management, has extensive experience with infrastructure projects of this type, and experience with coordination of multiple prime contractors. In addition to being highly technically qualified and experienced, ATCG representatives demonstrated knowledge of the importance of the off-hours work and minimal disruption to City operations as key to successfully completing this project.

The RFP provided that the selected consultant could be awarded all phase of construction management if their work was found to be satisfactory.

The work that Alfatech Cambridge Group will manage under this contract is Phase 1. Construction of the next two phases will be accomplished in subsequent fiscal years for which Alfatech may also be retained. Any contract amendment for future phases will be brought back to Council for approval.

Following is the current project schedule (for Phase 1 only):

- March 2008  Start of pre-construction activities
- July 2008  Award of construction contracts
- August 2008  Construction begins
- June 2009  Construction ends

**RESOURCE IMPACT**
Funds for this contract are available in Capital Improvement Program Project PF-01002, Civic Center Infrastructure Improvements.

**POLICY IMPLICATIONS**
This recommendation does not represent any change in existing City policies.

**ENVIRONMENTAL REVIEW**
This project is categorically exempt from California Environmental Quality Act (CEQA) under Section 15301 of the CEQA Guidelines.

**ATTACHMENTS**
Attachment A:  Contract (including Scope of Services and Certificate of Non-Discrimination)
PREPARED BY:

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DEPARTMENT HEAD:

GLENN ROBERTS
Director of Public Works

CITY MANAGER APPROVAL:

EMILY HARRISON
Assistant City Manager