TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: PUBLIC WORKS
DATE: SEPTEMBER 15, 2008 CMR: 344:08

SUBJECT: APPROVAL OF CONTRACT WITH FLACK & KURTZ, INC. IN THE AMOUNT OF $220,000 FOR CONSTRUCTION ADMINISTRATION SERVICES FOR THE CIVIC CENTER INFRASTRUCTURE IMPROVEMENTS PROJECT - 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 Flack & Kurtz, Inc. in the amount of $200,000 for construction administration services related to infrastructure improvements at the Civic Center.

2. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with Flack & Kurtz, Inc. for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed $20,000.

DISCUSSION
Background
As part of the Infrastructure Program, Council approved a consultant contract with Huntsman Architectural Group in February 2003 for Phase I of the Civic Center Infrastructure Project (CMR:145:03). Huntsman was selected through a standard consultant selection process with Flack & Kurtz designated as the mechanical, electrical and plumbing (MEP) subconsultant. The RFP provided that the selected consultant could be awarded all phases of the project if their work was found to be satisfactory. Several phases of this multi-year project have been completed, including a study of the building and building systems for upgrade or replacement, the elevator upgrade (Amendment #1, CMR:435:03), and design of all systems upgrades and selected accessibility upgrades (Amendment #2, CMR 282:05). The first construction phase for systems upgrades was awarded to multiple prime contractors on August 4, 2008 (CMR:334:08) and includes replacement of the main building generator, boiler, and refurbishment or replacement of major garage and building mechanical and electrical systems. Future phases will improve the remainder of the mechanical systems; electrical systems, including transformers,
panels, etc.; and exterior painting and sealing. This additional work is expected to be completed over the next four to five years. Construction administration will be awarded at time of bid award for future phases.

**Consultant Services Description**
In order to reduce costs, staff has divided the construction administration into two contracts. Construction administration for the MEP work will be awarded under this consultant agreement. Construction administration services for the architectural and structural portion will be awarded under a related CMR (Huntsman Amendment No. 3, CMR:351:08). Award of a separate agreement with Flack & Kurtz for construction administration services will save the City approximately $50,000 by eliminating the oversight by the architect of the MEP consultants, and the related duplicate workload. The two consulting firms will continue to coordinate their work throughout this phase to provide full construction administration services through construction and project close out.

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

**ENVIRONMENTAL REVIEW**
The project is categorically exempt from review under the California Environmental Quality Act under Guidelines Section 15301, maintenance, repair or minor alteration of existing public facilities.

**ATTACHMENTS**
Attachment A: Contract

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