



STAFF REPORT

AGENDA NO: 8f

MEETING DATE: February 3, 2020

To: Honorable Mayor and City Council

Date: February 3, 2020

From: Margaret Glomstad, Parks and Recreation Director – (650) 558-7307

Subject: Adoption of a Resolution Authorizing the City Manager to Execute an Agreement with Bay Area Geotechnical Group for Geotechnical and Special Inspection Services for the Construction of the Community Center for \$327,250, City Project No. 83240

RECOMMENDATION

Staff recommends that the City Council adopt the resolution authorizing the City Manager to execute an agreement with Bay Area Geotechnical Group (BAGG) for geotechnical and special inspection services for the construction of the Community Center for \$327,250, Project No. 83240.

BACKGROUND

To ensure an efficient, cost-effective, and competitive bidding process for the geotechnical and special inspection services required as part of the construction of the new Community Center, staff invited geotechnical and special inspection firms to participate in the Request for Proposals (RFP) process. The purpose of the process was to ensure that only engineering contractors with the proper experience and qualifications would submit proposals for the required services. This process allowed the City to fully determine the qualifications and responsiveness of potential bidders in advance, thereby reducing the likelihood of receiving non-responsive bids. Moreover, the RFP approach potentially reduces project costs and project-related construction delays and promotes the proper and safe completion of the project in conformance with the contract requirements. It helps the City obtain the highest quality bid for the lowest price.

The requirements in the RFP process were fair, reasonable, and related to the scope, size, and scale of the project. The notice to prospective bidders advertising the RFP process was issued on December 16, 2019, and closed on January 16, 2020.

DISCUSSION

The City received submittals from seven firms. City staff and the Construction Manager reviewed the submittals for completeness and rated them based on a uniform system of rating. Based on the ranking criteria, BAGG Engineering was determined to be the best qualified to provide geotechnical and special inspection services for the Community Center project.

The ranking of the firms by submitted professional fees was as follows:

1. BAGG	\$277,250.00
2. Consolidated Engineering Labs	\$304,006.26
3. Romig Engineering	\$313,996.54
4. Apex Laboratories	\$396,480.00
5. Ninyo and Moore	\$416,360.00
6. Twining	\$680,812.08
7. Construction Testing Services	\$714,414.00

All submittals were comprehensive and included all of the services required; the ranking and decision to engage Bagg Engineering is based on the lowest fee proposal based on the average hourly cost and number of tests to be provided.

Due to the many unknown factors during construction regarding the testing of materials, on occasion, tests may be inconclusive or materials that didn't pass need to be retested. Additionally, time onsite or at remote manufacturing locations is required, and additional tests may be needed. All the fees above are based on a time and materials basis. To ensure there are adequate funds in the budget, a contingency amount of \$50,000 has been added to the total cost of the contract.

FISCAL IMPACT

The City Council has anticipated funding the construction of the new Community Center and associated expenses within the Capital Improvement Program. The total budget for the project will be established with the fiscal year 2019-20 Mid-Year Report.

Exhibits:

- Resolution
- Request for Proposals
- Agreement with BAGG