



City of Emeryville

CALIFORNIA

MEMORANDUM

DATE: September 15, 2020

TO: Christine Daniel, City Manager

FROM: Mary Grace Houlihan, Public Works Director

SUBJECT: Resolution Of The City Council Of The City Of Emeryville Authorizing The City Manager To Enter Into A Three (3) Year Maintenance Contract In The Amount Of \$720,914.00 With George S. Hall, Inc. For Citywide Maintenance / Construction Services At Various City Owned Buildings For Fiscal Years 2020/21, 2021/22, And 2022/23, And Authorizing The City Manager To Execute Up To Two (2) Additional One-year Extensions Not To Exceed A Total Of \$547,036.00, Contingent Upon The City Council Appropriating Funds For The Applicable Fiscal Year, For A Total Contract Value Not To Exceed \$1,267,950.00

RECOMMENDATION

Staff recommends that the City Council adopt the above-entitled Resolution.

BACKGROUND

The City contracts for the facility maintenance and management of all City-owned building facilities. In June 2020, the City released a Request for Proposals (RFP) for multi-year Citywide Maintenance / Construction Services. The City received two proposals, of which George S. Hall, Incorporated was deemed to be the most qualified responsible bidder. Each proposal was reviewed and scored based on a Statement of Qualifications, samples of work, resumes for key staff that would support the Emeryville contract and a completed bid schedule for services. Staff performed reference checks and received positive responses regarding the contractor performance.

The intent is for the Contractor to perform and manage preventative, corrective, and emergency maintenance on City owned facilities over the course of the Contract.

DISCUSSION

The first year of the contract (FY 2020/21) is in the amount of \$208,438.00, and is divided into two operating areas:

1. Cost for a full-time onsite Facilities Supervisor responsible for a variety of facilities operation and maintenance activities. This includes contract management, performing skilled labor of various trades, asset management, report preparation, and records management. The services of the Facilities Supervisor are to be of a scope and quality generally performed by professional property managers and performed in a reasonable, diligent, and careful manner so as to manage and supervise the operation, maintenance and servicing of the property in a manner that is comparable to, or better than, that generally found in similar properties located in the Bay Area market.
2. An allowance amount is also included for “non-routine work” to be completed in accordance with the terms of the Contract. The “non-routine work” will be scoped, bid, and approved by the City in writing on a Task Order basis. Examples of non-routine work include equipment rebuilding, replacement, and/or installation. This type of work is beyond the scope of regular preventive maintenance and is typically the result of unforeseen circumstances, equipment failures, or malfunctions that require additional repairs or adjustments. This estimate is based on a review of past expenditures and an evaluation of what may be required to maintain the existing aging infrastructure.
3. The following table illustrates the anticipated costs associated with this contract:

Contract Year	Amount	Contingency Amount	Included CPI	Total Cost Per Year
2020/2021 (Pro-rated)	\$158,438	\$50,000	No CPI	\$208,438
2021/2022	\$202,752	\$50,000	No CPI	\$252,752
2022/2023	\$209,724	\$50,000	No CPI	\$ 259,724
<i>Contract Extension Years Contingent on Approval</i>				
2023/2024	\$ 218,814	\$50,000	3.50%	\$268,814
2024/2025	\$ 228,222	\$50,000	3.50%	\$278,222
Total Contract Amount Not To Exceed				\$1,267,950

FISCAL IMPACT

There is sufficient funding budgeted in the operating budget for fiscal year 2020/21 in the Major Maintenance Fund 650-77030. Continuation of the contract for additional fiscal years will be contingent upon the City Council appropriating funds for the applicable fiscal year(s). If the contract is extended two additional years, the rate sheet will be adjusted each fiscal year providing the Contractor with a cost of living adjustment based on the Bay Area Consumer Price Index, to a maximum of 5% per year.

STAFF COMMUNICATION WITH THE PUBLIC

No staff communication with the public.

PREPARED BY: Joseph Aguilera, Public Works Operations and Facilities Manager

**APPROVED AND FORWARDED TO THE
CITY COUNCIL OF THE CITY OF EMERYVILLE:**



Christine Daniel, City Manager

ATTACHMENTS

- Draft Resolution
- Citywide Maintenance / Construction Services Contract