DATE: February 20, 2018

TO: City Council

THROUGH: Scott Whitney
   Interim City Manager

FROM: Scott Whitney
   Interim City Manager/Police Chief

SUBJECT: Agreements for City Council Review.

CONTACT: Scott Whitney, Interim City Manager/Police Chief
   Scott.Whitney@OxnardPD.org, 385-7624

RECOMMENDATION:

That City Council, pursuant to Ordinance No. 2835, and Resolution No. 13,932, approve and authorize the Interim City Manager to execute the following agreements/contracts and change orders/amendments in amounts more than $25,000 but no more than $250,000:

A. Coastal Architects (8157-17-DS) for on-call design and planning project management services ($150,000).
B. Sargent Town Planning, Inc. (7747-17-DS) to amend the scope of work to include on-call design and planning project management services. This Amendment is for additional scope of work and will not increase the contract amount.

BACKGROUND

On November 16, 2010, the City Council approved changes to the City’s Purchasing Procedures reducing the threshold for City agreements/contracts and change orders/amendments requiring City Council approval to $25,000. The agreements/contract and change orders/amendments described on the attached list involve amounts above $25,000 and up to $250,000.

FINANCIAL IMPACT
A complete explanation of the agreement and funding sources are attached.

NOTE: Copies of the agreement/contracts and change orders/amendments on the list are available in the City Clerk’s Office prior to the Council meeting.

ATTACHMENTS:

Attachment A: City Manager Contract List for February 20, 2018
A On-Call Design and Planning Project Management Services Contract

Vendor: Coastal Architects
Type: Original Agreement
Agreement No.: 8157-17-DS
Amendment No.: N/A
Purchase Order No.: 
Begin Date: 02/01/2018
End Date: 01/31/2021
Term: Three Years

Amount to be Approved: $150,000
Current FY Amount: $45,000
Total Contract Amount: $150,000
Funding Source: Various-General Fund, PW funds
Vendor Selection Process: Request for Qualifications (RFQ)
# of Bids/Proposals/Quotes: 7
Project Manager: Kathleen Mallory
Department: Development Services Department
Telephone: (805) 385-7858
Email: kathleen.mallory@oxnard.org

Purpose:
Staff is requesting authorization to enter into an Agreement with Coastal Architects (8157-17-DS) in an amount not to exceed $150,000 through January 31, 2021 for on-call design and planning project management services.

Coastal Architects will assist the Planning Division by providing architectural input on development projects as part of the Development Advisory Committee (DAC). The Public Works Department may also use Coastal Architects to provide architectural design and project management services associated with public projects and public works construction projects.

On August 22, 2017, the Planning Division issued a Request For Qualifications (RFQ) for On-Call Design and Planning/Architectural Project Management Services. The RFQ was distributed to 58 architectural and planning firms and was also advertised on the City’s website. Ultimately, seven firms submitted a qualifications package and the City is seeking authorization to enter into contract with three of the seven firms (Coastal Architects, Sargent Town Planning, Inc., and Johnson & Muller). Coastal Architects is one of three vendors determined to be qualified to perform the scope of work.

Architectural review services provided to the Planning Division are completely reimbursed through development fees and as a result of the DAC review.
B On-Call Design and Planning Project Management Services Contract

Vendor: Sargent Town Planning, Inc
Type: Amendment
Agreement No.: 7747-17-DS
Amendment No.: 1
Purchase Order No.: 6246
Begin Date: 03/01/2017
End Date: 01/31/2021
Term: Three Years 10 months

Amount to be Approved: $0
Current FY Amount: $80,000
Total Contract Amount: $100,000
Funding Source: Various - Downtown funds, General Fund
Vendor Selection Process: Request for Qualifications (RFQ)
# of Bids/Proposals/Quotes: 7
Project Manager: Kathleen Mallory
Department: Development Services Department
Telephone: (805) 385-7858
Email: kathleen.mallory@oxnard.org

Purpose:
Staff is requesting authorization to enter into a First Amendment with Sargent Town Planning, Inc. (7747-17-DS) to amend the scope of work to include on-call design and planning project management services through January 31, 2021.

Sargent Town Planning, Inc. will assist the Planning Division by providing architectural input on development projects as part of the Development Advisory Committee (DAC). Sargent Town Planning, Inc. will also assist with preparing updates to the general plan and zoning code in support of downtown revitalization efforts. The Public Works Department may also use Sargent Town Planning, Inc., to provide architectural design and project management services associated with public projects and public works construction projects.

On February 14, 2017, City Council approved the agreement with Sargent Town Planning, Inc. in an amount not to exceed $100,000 for architectural review services. On August 22, 2017, the Planning Division issued a Request For Qualifications for On-Call Design and Planning/Architectural Project Management Services. The RFQ was distributed to 58 architectural and planning firms and was also advertised on the City's website. Ultimately, seven firms submitted a qualifications package and the City is seeking authorization to enter into contract with three of the seven firms (Coastal Architects, Sargent Town Planning, Inc., and Johnson & Muller).

The proposed First Amendment to Agreement will amend the scope of work of the existing contract to include the additional City needs identified in the August 22, 2017 RFQ. The 2017 scope of work incorporates all elements from the already approved 2016 scope and expands the scope to accommodate the additional services, such as professional architectural design services and construction management. This Amendment will not increase the contract amount.

Architectural review services provided to the Planning Division are reimbursed through development fees and as a result of the DAC review. Planning services to update the downtown design guidelines are funded through the Downtown Improvement Program Settlement funds authorized at the April 4, 2017 City Council meeting.