



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### **REPORT TO COUNCIL**

#### **SUBJECT**

Award a Contract to Kitchell CEM for Professional Design and Construction Support Services for Fire Station Master Plan (F19-157)

#### **REPORT IN BRIEF**

Approval is requested to award a contract in the amount of \$134,386 (\$100,676 base services, \$33,710 optional services) to Kitchell CEM of Sacramento for the professional design and construction support services for the Fire Station Master Plan and for a 22% contingency in the amount of \$29,565.

#### **EXISTING POLICY**

Pursuant to Chapter 2.08 of the Sunnyvale Municipal Code, contracts for this type of service are awarded pursuant to a Request for Proposals (RFP) best value process, unless otherwise exempt from the competitive bidding process. Additionally, City Council approval is required for the procurement of goods and/or services exceeding \$100,000 in any one transaction.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

#### **BACKGROUND AND DISCUSSION**

The advancement of fire service standards and continued population growth of the City establishes the recognition for the need to begin replacing or expanding older, smaller fire stations built in the 1960s. The current facilities are becoming functionally inadequate. In order to strategically address the needed improvements, staff determined the best approach was to develop a master plan. The master plan's recommendations will be utilized to develop a project plan which will be brought forward for consideration during the FY 2021/22 budget cycle.

The master plan study will utilize the Comprehensive Community Risk Assessment, Standards of Cover Study, and Station Location and Deployment Study completed by Citygate and Associates for the City of Sunnyvale, an in-person evaluation and other methods as appropriate to determine the study's recommendations.

Components of the master plan will include, but are not limited to: assessing, identifying priorities and recommending appropriate timetables for construction activities related to potential replacement, relocation and/or repair of the fire stations located throughout the City. An option that considers the possibility of relocating Fire Station #1 (Mathilda/California) to improve operations and response times.

The methodology of analysis will be conducted using applicable industry and building standards to include, but are not limited to, the National Fire Protection Association (NFPA), Insurance Services Office (ISO), and other professional organizations, regulatory standards bodies related to this project.

A Request for Proposal (RFP) was posted on the DemandStar public procurement network on April 22, 2019 and distributed to three Bay Area consultant firms. A total of 34 firms requested the RFP documents through DemandStar. Two responsive proposals were received on May 20, 2019 from Ross Drulis Cusenberry and Kitchell CEM. The two proposals were reviewed by an evaluation team consisting of staff from the Departments of Public Safety and Public Works.

The firms were evaluated on their qualifications, experience, organization, and work plan. Following the written evaluation process, both proposers were invited to a scripted presentation and interview. After the interviews, Kitchell CEM was unanimously selected as the highest ranked proposer. Their proposal provided excellent detailed design ideas focused on carcinogen reduction, gender equality, perimeter security, and vertical construction. Kitchell CEM has extensive experience designing fire stations, establishing design standards, and is very familiar with the Citygate study and understanding of the City's current constraints. In addition to its qualifications, the proposal offers the best value to the City.

### **FISCAL IMPACT**

Funding is available in Project 832870 Fire Station Master Plan. The total potential contract cost is \$164,386, including \$100,676 base services, \$33,710 optional services, and a 22% contingency in the amount of \$29,565. The contingency amount requested is larger than the anticipated 10% due to the size of the contract, complexity of the project, and potential need for additional investigation as part of the master planning effort. The master plan's recommendations for implementation are not funded and will be considered with development of the FY 2021/22 Recommended Budget and long term financial plan.

### **Funding Source**

This project is funded by the General Fund.

### **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

## **RECOMMENDATION**

Take the following actions:

- Award a contract in substantially the same form as Attachment 1 to the report in the amount of \$134,386 to Kitchell CEM;
- Authorize the City Manager to execute the contract when all necessary conditions have been met; and
- Approve a 22% contingency in the amount of \$29,565

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## **ATTACHMENTS**

1. Draft Consultant Services Agreement