



AGENCY: City Council
MEETING DATE: March 11, 2024
DEPARTMENT: Public Works
PRESENTED BY: J. Smith
EMAIL ADDRESS: jsmith@fortbragg.com

AGENDA ITEM SUMMARY

TITLE:

Resolution Approving Professional Services Agreement with Whitchurch Engineering to Provide Design Services and Construction Documents for the CV Starr HVAC Project, City Project No. PWP-00135, and Authorizing City Manager to Execute Contract (Amount Not to Exceed \$36,500)

ISSUE:

The CV Starr HVAC System is in need of full replacement. A Request for Proposals for Design Services for the CV Starr HVAC System Redesign was issued on January 23, 2024, and proposals were opened on February 23, 2024. Four (4) proposals were received: one from Whitchurch Engineering, one from Advance Design Consultants, one from Integrated Project Solutions, and one from Sacramento Engineering Consultants. These proposals were reviewed and evaluated by Public Works and CV Starr staff. Based on those reviews, prior experience with the firms, and project budget, the staff recommends Whitchurch Engineering for the project. Their proposal was responsive, they are qualified to perform the work, and their submittal is within the allotted budget amount. The design contract is being presented for consideration.

ANALYSIS:

This scope of design services includes field investigations to verify existing conditions surrounding the current mechanical equipment and building controls, as well as regular meetings with City of Fort Bragg staff to prepare plans, specifications, and cost estimates necessary for permitting and construction of the project. The selected design consultant will attend regular meetings throughout the design process with the City and Starr Center Staff. Construction support services will also be provided Services for questions and minor amendments as needed in coordination with the City's Project Manager during project construction and until project completion.

The City of Fort Bragg requested proposals from qualified mechanical engineering firms interested in contracting with the City to provide design services for the CV Starr HVAC Project. The original solicitation was sent to 30 consultants. The services of a Design consultant include construction documents, technical specifications, construction cost estimates, testing and maintenance schedules, and mechanical/structural engineered calculations. Whitchurch Engineering's proposal came in at \$36,500 or 2.16% of the amount included in the 2024 FY Project Budget amount. Advance Design Consultants proposal came in at \$62,915 or 3.73% of budget. Integrated Project Solutions' proposal came in at \$128,800 or 7.63% of Budget. Sacramento Engineering Consultants' proposal came in at a non-discernable not to exceed amount. The Bid Proposal summary is included as attachment 2, which provides summary details about the proposals.

AGENDA ITEM NO.

RECOMMENDED ACTION:

Adopt the Resolution awarding the Professional Services Agreement for Construction Management to Whitchurch Engineering for CV Starr HVAC Project.

ALTERNATIVE ACTION(S):

Direct staff to select another Consulting Firm for award of the Professional Services Agreement for Construction Management or let the Proposals out to bid again.

FISCAL IMPACT:

This Project is budgeted for the 2024 Fiscal Year under CV Starr HVAC Redesign. The design proposal for this scope of work came in at 2.16% of the total budget for this project.

Environmental Analysis:

There are little to no expected greenhouse gas emission increases during the design of the project. The Project is exempt under the California Environmental Quality Act (“CEQA”) and Title 14, the California Code of Regulations (“CEQA Guidelines”), Sections 15301(d) Existing Facilities. This exemption is appropriate because repairs to existing facilities are categorically exempt when rehabilitating deteriorated mechanical equipment (e.g. two rooftop air handler units, controls system, and intake and exhaust system) to meet current standards of public health and safety.

CONSISTENCY:

Completion of this project is consistent with the goal of improving Public Facilities.

IMPLEMENTATION/TIMEFRAMES:

Proposals in response to RFP opened – February 23, 2024

Design Contract Accepted – March 11, 2024

Start Design – April 2024

Complete Design – August 9, 2024

Start Construction – TBD

ATTACHMENTS:

1. Resolution
2. RFP Response List
3. Professional Services Agreement with Whitchurch Engineering

NOTIFICATION:

1. Whitchurch Engineering
2. Advance Design Consultants, Inc.
3. Integrated Project Solutions
4. Sacramento Engineering Consultants