



CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Authorizing City Manager to a Execute Professional Services Agreement with Wenell Mattheis Bowe for Finance Department Relocation (\$82,000)

MEETING DATE: May 2, 2007

PREPARED BY: Public Works Director

RECOMMENDED ACTION: Adopt a resolution authorizing the City Manager to execute a professional services agreement with Wenell Mattheis Bowe (WMB) for Finance Department Relocation (\$82,000).

BACKGROUND INFORMATION: The City of Lodi requested Qualification Statements for the planning and design of tenant improvements to convert the existing County Court No. 1 to use by the City Finance Department. The facility is located at 230 West Elm Street in Lodi. The facility is approximately 6,000 square feet. The space will include offices, public lobby, public counters, ADA access, ADA staff bathroom facilities, and associated staff support areas. There are currently 23 staff members in the Finance Department. Other items included in the project are:

- 1) New roof-mounted HVAC equipment
- 2) New single-ply roof
- 3) New carpet and paint throughout – Some areas may be omitted based on budget and area use findings.
- 4) Existing Finance Department office furniture will be relocated.

The request for Qualification Statements was sent to seven architectural firms. Staff received three proposals for the above noted work:

Derivi Construction & Architecture of Stockton (DCA)
Lionakis Beaumont Design Group of Sacramento (LBDG)
Wenell Mattheis Bowe of Stockton (WMB)

In accordance with City purchasing ordinance section 3.20.075 Professional/Technical Services Contracts, "Such contracts shall be awarded on the basis of professional qualifications and experience, quality of service, past performance and negotiated prices". The following staff members reviewed the proposals: City Engineer, Transit Manager, Water Services Manager, Streets and Drainage Manager, and Budget Manager. All five staff members ranked the proposals in the same order, with WMB being ranked first. Staff is recommending awarding the agreement to WMB based on our evaluation criteria which included demonstrated ability to perform the services in a timely manner and past performance on City projects. The negotiated price for services include architectural, electrical and mechanical design services through the bidding process, reimbursable expenses and a \$5,000 allowance for structural design services. The design process is to be fast-tracked for completion and bidding in six months.

APPROVED: _____
Blair King, City Manager

FISCAL IMPACT: When this project is completed, it will no longer be necessary for the City to lease space for the Finance Department. It is anticipated that the project can be funded via lease payment savings. The design services costs include the architects' and their sub-consultants' fees and allowances for printing and other reimbursable costs.

FUNDING AVAILABLE: General Fund – Capital \$82,000

Kirk Evans, Budget Manager

Richard C. Prima, Jr.
Public Works Director

Prepared by Gary Wiman, Construction Project Manager

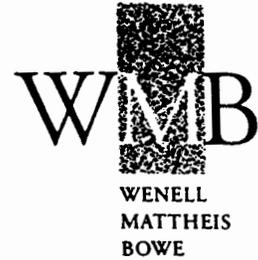
RCP/GW/pmf

cc: Purchasing Officer
Budget Manager
Financial Services Manager
Construction Project Manager

CITY OF LODI
PUBLIC WORKS DEPARTMENT

APR 23 2007

RECEIVED



April 23, 2007

Gary Wiman, Project Manager
City of Lodi
P.O. Box 3006
Lodi CA 96241-1910

SUBJECT: PROPOSAL OF SERVICES
CITY OF LODI EXISTING COURTS FACILITY REMODEL
INTO FINANCE DEPARTMENT OFFICES

Dear Gary,

We are pleased to submit the following proposal to provide architectural / engineering services to design and provide construction documents for the remodel of the existing 6,600 sf Courts Facility into Finance Department offices.

The construction budget is estimated by the City to be \$750,000. Construction administration services are not included in this proposal, but can be provided as an additional service if requested on a time plus materials based fee. In addition we have included an allowance for structural engineering evaluation if deemed required by the building official.

The fee for this work is as follows:

Schematic Design	\$11,250
Design Development	\$18,750
Construction Documents	\$37,500
Permitting / Bidding	\$7,500
SUBTOTAL - FIXED FEE	\$75,000
Structural Engineering allowance	\$5,000
Estimated reimbursable expenses	\$2,000
TOTAL FEE	\$82,000

Reimbursable expenses cover in-office and review printing only; it does not include printing expenses for permitting, bidding and construction purposes.

ARCHITECTURE

PLANNING

INTERIORS

Larry Wenell

Tim Mattheis

Thomas Bowe

Architects

246

E. Main Street

Stockton,

California

95202

PHONE:

209/944-9110

FAX:

209/944-5711

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www.wmbarchitects.com

Gary Wiman
CITY OF LODI
Proposal of Services
Remodel of existing courts facility into Finance Dept. Offices
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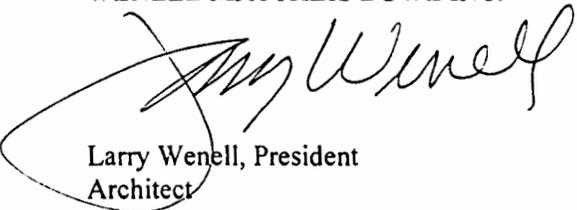
Our proposed schedule is as follows:

Schematic Design	4 weeks
Design Development	6 weeks
Construction Documents	8 weeks
Permit/Bidding	<u>2 weeks</u>
Total	20 weeks plus City review time

We look forward to working with you on this project.

Sincerely,

WENELL MATTHEIS BOWE INC.



Larry Wenell, President
Architect

RESOLUTION NO. 2007-_____

A RESOLUTION OF THE LODI CITY COUNCIL AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH WENELL MATTHEIS AND BOWE FOR THE FINANCE DEPARTMENT RELOCATION

WHEREAS, pursuant to Lodi Municipal Code Section 3.20.075, professional/technical services contracts can be awarded on the basis of professional qualifications and experience, quality of service, past performance, and negotiated prices; and

WHEREAS, staff recommends awarding the Professional Services Agreement to Wenell Mattheis and Bowe, based on the evaluation criteria which included demonstrated ability to perform the services in a timely manner, past performance on City projects, and the negotiated price for services.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council does hereby authorize the City Manager to execute a professional services agreement with Wenell Mattheis and Bowe for the Finance Department Relocation in an amount not to exceed \$82,000.

Dated: May 2, 2007

I hereby certify that Resolution No. 2007-_____ was passed and adopted by the Lodi City Council in a regular meeting held May 2, 2007, by the following vote:

- AYES: COUNCIL MEMBERS –
- NOES: COUNCIL MEMBERS –
- ABSENT: COUNCIL MEMBERS –
- ABSTAIN: COUNCIL MEMBERS –

RANDI JOHL
City Clerk