

City of South San Francisco

P.O. Box 711
South San Francisco, CA



Regular Meeting Agenda

Wednesday, November 9, 2016

7:00 PM

**Municipal Services Building, Council Chambers
33 Arroyo Drive, South San Francisco, CA**

City Council

PEOPLE OF SOUTH SAN FRANCISCO

You are invited to offer your suggestions. In order that you may know our method of conducting Council business, we proceed as follows:

The regular meetings of the City Council are held on the second and fourth Wednesday of each month at 7:00 p.m. in the Municipal Services Building, Council Chambers, 33 Arroyo Drive, South San Francisco, California.

The City Clerk will read successively the items of business appearing on the Agenda. As she completes reading an item, it will be ready for Council action.

MARK ADDIEGO, Mayor
PRADEEP GUPTA, Vice Mayor
KARYL MATSUMOTO, Councilwoman
RICHARD A. GARBARINO, Councilman
LIZA NORMANDY, Councilwoman
FRANK RISSO, City Treasurer
KRISTA MARTINELLI, City Clerk
MIKE FUTRELL, City Manager
JASON ROSENBERG, City Attorney

PLEASE SILENCE CELL PHONES AND PAGERS**HEARING ASSISTANCE EQUIPMENT AVAILABLE FOR USE BY THE HEARING IMPAIRED AT CITY
COUNCIL MEETINGS**

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the City Clerk's Office located at City Hall. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The address of City Hall is 400 Grand Avenue, South San Francisco, California 94080.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA REVIEW

PRESENTATIONS

1. [Citizens' Academy Graduation Presentation.](#)

PUBLIC COMMENTS

For those wishing to address the City Council on any Agenda or non-agendized item, please complete a Speaker Card located at the entrance to the Council Chamber's and submit it to the City Clerk. Please be sure to indicate the Agenda Item # you wish to address or the topic of your public comment. California law prevents the City Council from taking action on any item not on the Agenda (except in emergency circumstances). Your question or problem may be referred to staff for investigation and/or action where appropriate or the matter may be placed on a future Agenda for more comprehensive action or a report. When your name is called, please come to the podium, state your name and address (optional) for the Minutes. COMMENTS ARE LIMITED TO THREE (3) MINUTES PER SPEAKER. Thank you for your cooperation.

COUNCIL COMMENTS/REQUESTS

PUBLIC HEARING

2. [Report regarding a resolution approving the issuance of Revenue Bonds by the California Municipal Finance Authority to finance a multi-family rental housing facility for the benefit of Miller Avenue Senior Housing LP., \(Ron Gerber, Economic Development & Housing Manager\)](#)
- 2a. [Resolution of the City Council of the City of South San Francisco approving the issuance of Revenue Bonds by the California Municipal Finance Authority in an aggregate principal amount not to exceed \\$20,000,000 to finance a multi-family rental housing facility for the benefit of Miller Avenue Senior Housing LP, and certain other matters relating thereto.](#)

3. [Report regarding an ordinance repealing and replacing Chapters 15.06, 15.08, 15.12, 15.14, 15.16, 15.20, 15.22, 15.24, and 15.26 of the South San Francisco Municipal Code, repealing Chapter 15.60 of the South San Francisco Municipal Code, and adding Chapters 15.32, 15.34, and 15.36, adopting by reference and amending the 2016 Editions of the California Administrative, Building, Residential, Electrical, Mechanical, Plumbing, Energy, Historical Building, Fire, Green Building Standards, Existing Building, and Referenced Standards Codes. \(Alex Greenwood, Economic and Community Development Director\)](#)
- 3a. [Ordinance repealing and replacing Chapters 15.06 \(California Administrative Code\), 15.08 \(California Building Code\), 15.12 \(California Plumbing Code\), 15.14 \(California Residential Code\), 15.16 \(California Mechanical Code\), 15.20 \(California Electrical Code\), 15.22 \(California Green Building Standards Code\), 15.24 \(California Fire Code\), 15.26 \(California Energy Code\), and Repealing Chapter 15.60 \(Recycling and Diversion of Debris from Construction and Demolition\) of the South San Francisco Municipal Code; and adding Chapters 15.32 \(California Historical Building Code\), 15.34 \(California Existing Building Code\) and 15.36 \(California Referenced Standards Code\) to the South San Francisco Municipal Code in order to adopt by reference and amend provisions of the 2016 Edition of the California Building Standards Code, California Code of Regulations, Title 24, Parts 1, 2, 2.5, 3, 4, 5, 6, 8, 9, 10, 11, and 12.](#)

ADMINISTRATIVE BUSINESS

4. [Report regarding resolution approving a consultant services agreement with Kitchell of San Jose, California for program management services for the Community Civic Center project in an amount not to exceed \\$5,377,557 for a term through June 30, 2021 with a one-year extension option contingent on budget approval in future years and authorizing the City Manager to execute said agreement. \(Marian Lee, Assistant City Manager\)](#)
- 4a. [Resolution approving a consultant services agreement with Kitchell of San Jose, California for program management services for the Community Civic Center project in an amount not to exceed \\$5,377,557 for a term through June 30, 2021 with a one-year extension option, contingent on budget approval in future years and authorizing the City Manager to execute said agreement.](#)

CONSENT CALENDAR

5. [Motion to approve the minutes from the meetings of August 31, 2016, October 12, 2016, October 17, 2016, October 18, 2016, October 24, 2016 and October 26, 2016.](#)

6. [Motion confirming payment registers for November 9, 2016. \(Richard Lee, Finance\)](#)
7. [Report regarding a resolution entering into a Services Agreement with Wastewater Solids Management for digester cleaning at the Water Quality Control Plant in an amount not to exceed \\$193,200. \(Brian Schumacker, Water Quality Control Plant Superintendent\)](#)
- 7a. [Resolution entering into a Services Agreement with Wastewater Solids Management for digester cleaning at the Water Quality Control Plant in an amount not to exceed \\$193,200.](#)
8. [Report regarding a resolution authorizing the filing of an application for funding assigned to MTC, committing \\$275,000 of local matching funds, and stating assurance to complete the One Bay Area Grant II - Grand Boulevard \(Kaiser Way to Arroyo Drive\) Complete Streets Project. \(Lawrence Henriquez, Associate Civil Engineer\)](#)
- 8a. [Resolution authorizing the filing of an application for funding assigned to MTC and committing any necessary matching funds and stating assurance to complete the OBAG 2 - Grand Boulevard \(Kaiser Way to Arroyo Drive\) Complete Streets Project.](#)
9. [Report regarding adoption of an Ordinance Amending Chapter 8.50 of the South San Francisco Municipal Code to ban smoking throughout multi-unit residences. \(Jason Rosenberg, City Attorney\)](#)
- 9a. [Ordinance Amending Chapter 8.50 of the South San Francisco Municipal Code to ban smoking throughout multi-unit residences.](#)
10. [Report regarding a resolution approving Amendment No. 20 to the Professional Services Agreement with Meyers, Nave, Riback, Silver and Wilson. \(Mike Futrell, City Manager\)](#)
- 10a. [Resolution approving Amendment No. 20 to the Professional Services Agreement with Meyers, Nave, Riback, Silver and Wilson.](#)
11. [Report regarding a resolution authorizing the acceptance of \\$40,000 from the Silicon Valley Community Foundation to support Project Read's Financial Well-being program and amending the Library Department's Fiscal Year 2016-2017 Operating Budget. \(Valerie Sommer, Library Director\)](#)
- 11a. [Resolution authorizing the acceptance of \\$40,000 from the Silicon Valley Community Foundation to support Project Read's Financial Well-being program and amending the Library Department's Fiscal Year 2016-2017 Operating Budget.](#)

12. [Report regarding a resolution authorizing the filing of a \\$20,000 grant application for Community Development Block Grant funds allocated through the City of Daly City to support Project Read and authorizing the Finance Director to adjust the Fiscal Year 2017-2018 revenue budget upon receipt of grant award. \(Valerie Sommer, Library Director\)](#)
- 12a. [Resolution authorizing the filing of a grant application for Community Development Block Grant funds allocated through the City Of Daly City to support Project Read and authorizing the Finance Director to adjust the Fiscal Year 2017-2018 revenue budget upon receipt of grant award.](#)
13. [Motion to cancel the regular meeting of the City Council on November 23, 2016. \(Mike Futrell, City Manager\)](#)

ITEMS FROM COUNCIL – COMMITTEE REPORTS AND ANNOUNCEMENTS

ADJOURNMENT



Legislation Details (With Text)

File #: 16-838 Name:
Type: Staff Report Status: Agenda Ready - Administrative Business
File created: 9/29/2016 In control: City Council
On agenda: 11/9/2016 Final action:
Title: Report regarding resolution approving a consultant services agreement with Kitchell of San Jose, California for program management services for the Community Civic Center project in an amount not to exceed \$5,377,557 for a term through June 30, 2021 with a one-year extension option contingent on budget approval in future years and authorizing the City Manager to execute said agreement. (Marian Lee, Assistant City Manager)

Sponsors:

Indexes:

Code sections:

Attachments: 1. Kitchell PowerPoint.pdf

Table with 5 columns: Date, Ver., Action By, Action, Result

Report regarding resolution approving a consultant services agreement with Kitchell of San Jose, California for program management services for the Community Civic Center project in an amount not to exceed \$5,377,557 for a term through June 30, 2021 with a one-year extension option contingent on budget approval in future years and authorizing the City Manager to execute said agreement. (Marian Lee, Assistant City Manager)

RECOMMENDATION

It is recommended that the City Council adopt a resolution approving a consultant services agreement with Kitchell of San Jose, California for program management services for the Community Civic Center project in an amount not to exceed \$5,377,557 for a term through June 30, 2021 with a one-year extension option contingent on budget approval in future years.

BACKGROUND/DISCUSSION

City Council adopted the Community Civic Center project (pf1707) as part of the Fiscal Year (FY) 2016-2017 Capital Improvement Program (CIP) budget. The project includes new municipal facilities for Police, Fire, a shared facility for Library and Recreation and administrative offices for Human Resources and IT. The site for most of the new buildings is located at the northeast corner of El Camino Real and Chestnut Avenue. The new Fire Station 63 is proposed to be built near its current location on the corner of Camaritas Avenue and Arroyo Drive.

Due to the complexity and resources needed to manage a large CIP project estimated to cost in excess of \$100 million, staff solicited qualifications and proposals from consultants for program management services. Program managers are consultants who serve as the owner representatives to ensure the vision and direction of the owners are carried out during pre-construction and construction. Program management services for the Community Civic Center project include:

- Pre-construction management related to land acquisition, environmental clearance, project delivery method selection, designer and builder procurement, funding plan;

- Design and construction oversight; and
- Project close-out.

Procurement Process

On June 10, 2016, staff released a Request for Qualifications (RFQ) seeking qualifications from firms to provide program management services. The RFQ was listed online on the City's bidding website and the RFQ was sent directly to 15 firms. On July 11, 2016 the City received qualifications from five firms. City staff consisting of the Finance Director, Assistant City Manager, and Public Works Director reviewed the five statements of qualifications. The review focused on the firm's expertise and capacity, the qualifications of key personnel, project experience, and local familiarity.

Staff identified the top three most qualified teams to continue with the selection process. The top three rated firms were Kitchell, PMA/Griffin, and Swinerton. They were invited to an interview to introduce their team and present their qualifications. A rating panel consisting of the Assistant City Manager and Public Works Director from the City of South San Francisco, and the City Manager from the City of San Mateo rated the three interviews. The interviews were rated on individual qualifications/experience, project team qualifications/experience, relevant project experience, project understanding and presentation at the interview. There was a maximum score of 100. The average score from each firm's interview and presentation were as follows:

1. Kitchell - 91
2. PMA/Griffin - 71
3. Swinerton - 70

Following the interviews, staff conducted reference checks of the proposed Project Manager from all three rated firms. All of the references were positive with no concerns reported.

As this selection is based on qualifications only, staff only opened the cost proposal from the selected firm. The other cost proposals were unopened and returned to the other firms. Staff has completed review of the proposed cost and scope of work and has completed negotiations. Based on the interview, reference checks and cost and scope negotiations, staff recommends selecting Kitchell as the program management firm for the Community Civic Center project.

Scope of Services

Kitchell will provide all of the program management services with their existing staff. Three core team members include Program Manager, Project Manager and a Project Engineer. Additional support team members include architects, engineers, estimators, and clerical support. The project will be divided into three areas with a construction managers assigned to each of the proposed facilities: 1) Police/IT/HR; 2) joint Library & Recreation; and 3) Fire Station 63.

The program management services will include the following components:

- Program Management
- Pre-Construction Services
- Bidding
- Construction Management
- Close-Out

The cost for the services over the term of the agreement is estimated to be as follows:

Pre-Construction/Design Oversight/Bidding	\$391,440
Design/Constructability Review	\$751,408
Construction Management	\$3,710,960
Close-Out	\$34,880
<u>Contingency</u>	<u>\$488,869</u>
Total	\$5,377,557

Setting up of the program/construction management plans and procedures and the pre-construction activities are scheduled for 2017. Design and construction is estimated to mostly occur 2018 to 2020. Kitchell's scope includes continuing on as program managers after construction is complete until the buildings are occupied and the projects are closed out, which is estimated to occur in 2021.

FUNDING

The Community Civic Center CIP project number pf1707 has \$1.5 million budgeted for program management services, which is sufficient to cover the costs of the consultant in FY2016-2017, with costs estimated at \$167,280. The Notice to Proceed will be issued by Fiscal Year contingent on future year budget appropriations to cover the full costs of the scope of services. The estimated costs by FY are as follows:

FY2016-2017	\$167,280
FY2017-2018	\$1,508,368
FY2018-2019	\$1,839,360
FY2019-2020	\$1,338,800
FY2020-2021	\$34,880
<u>Contingency</u>	<u>\$488,869</u>
Total	\$5,377,557

CONCLUSION

Staff recommends the City Council adopt the resolution authorizing the City Manager to execute a consulting services agreement with Kitchell based on their qualifications, experience, references, and ability to provide program management services. Approval of this consulting services agreement is a necessary step to moving the Civic Center Project to design and construction.