



Staff Report

TO: City Council
FROM: Kari Mendoza, Administrative Services Director
DATE: July 16, 2024
SUBJECT: Award a Professional Services Agreement to Gillis + Panichapan Architects, Inc. for the Architecture and Engineering of the City and Transit Corporate Yard

Description Award a contract for the architecture and engineering of the City and Transit Corporate Yard in an amount not to exceed \$1,108,250 – Capital Improvement Projects T-19 and R-22.

Background and Analysis:

On March 1, 2024, staff released a Request for Proposals (RFP) for Architecture and Engineering Services for the new City and Transit Yard. The scope of work includes the development of a full plans, specifications and estimates package ready for construction bidding, as well as bidding and construction support services for the new City and Transit corporate yard. This property is expected to house an administrative operations facility, vehicle maintenance facility, equipment storage building, EV charging infrastructure, a hydrogen fueling station, CNG fueling station, and a solar system.

The following three (3) responses were received on time on the due date of May 20, 2024.

- Gillis + Panichapan Architects, Inc.
- Tait & Associates, Inc.
- Miller Architectural Corporation

Staff reviewed all proposals and conducted interviews with the consultants on June 19, 2024. Since this is a professional services contract, staff evaluated each consultant's proposal with the following factors, which were included in the RFP:

- Compliance with the RFP Requirements, Proposal Quality
- Project Understanding, Approach, Methodology
- Experience of Assigned Staff, including prior experience of working relationship of key team members in the past

- Similar Project Experience
- Schedule Approach

Cost Effectiveness was also considered in the final selection as this was stated in the RFP as follows:

- Cost Effectiveness: No point is assigned for fee, but fee must be fair and reasonable. City will consider the fee accordingly and select the most qualified consultant that in City’s opinion provides the best value to the City.

Following are the initial fees submitted by the consultants:

Gillis + Panichapan Architects, Inc.	\$849,500
Tait & Associates, Inc.	\$1,475,867
Miller Architectural Corporation	\$1,725,950

To ensure a fair review, the fees were also evaluated with consideration of how the fees were allocated to various project components and staff.

After the evaluations, staff formed the opinion that Gillis + Panichapan Architects, Inc (GPa) was the best partner for this project. Subsequently, staff began the final scope and fee negotiation with GPa. As part of the negotiations, the following items were clarified, and final scope and fee was established as follows:

- An independent expert firm was added to the team for CNG design using Design-Build approach, and future space allocation and layout for the future Hydrogen Filling Facility.
- Environmental document preparation budget was established as a separate allowance based on proposals City obtained from its on-call environmental consultants. This task was not included in GPa’s base scope.
- An allowance was added to the scope and fee, if the City considers widening of the east side of Veile towards the south end of the site.
- ALTA Survey was not included in GPa’s base scope. As part of negotiations, a budget allowance was added.

The final total fee for GPa was negotiated as \$1,108,250. This fee also includes \$120,000 for Furniture, Fixtures and Equipment Design (FF&E) Allowance (if needed). This fee was already included in GPa’s initial fee. This fee was not included in other consultants’ fees.

After thorough review and consideration as explained above, staff recommends that City Council award a Professional Services Agreement to Gillis + Panichapan Architects, Inc (GPa) in the amount of \$1,108,250.

Fiscal Impact:

Funding for this project is included in the currently adopted FY 2025-2029 Capital Improvement Plan (CIP). Staff will closely monitor and calculate allocable costs between the Transit fund and General fund based on their respective footprints once the design is finalized.

R-22 Public Works Corporate Yard Project Accounting Summary				
Funding Summary				
Funding Year	Funding Source			Amount
2023	General Fund			\$1,000,000
Total Project Funding =				\$1,000,000
Budget Summary				
Project Component	Budget	Encumbered	Paid to Date	Remaining Budget
Project Management	\$0	\$0	\$0	\$0
Preliminary Services	\$0	\$0	\$0	\$0
Environmental	\$0	\$0	\$0	\$0
Design	\$1,000,000	\$0	\$0	\$1,000,000
Construction	\$0	\$0	\$0	\$0
Construction Management	\$0	\$0	\$0	\$0
Permits	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Project Summary Totals	\$1,000,000	\$0	\$0	\$1,000,000

T-19 Transit 4th & Veile Yard Project Accounting Summary				
Funding Summary				
Funding Year	Funding Source			Amount
2023	State Transit Assistance			\$3,275,239
2023	State of Good Repair			\$175,653
2021	Carl Moyer			\$599,941
Total Project Funding =				\$4,050,833
Budget Summary				
Project Component	Budget	Encumbered	Paid to Date	Remaining Budget
Project Management	\$0	\$0	\$0	\$0
Preliminary Services	\$0	\$0	\$0	\$0
Environmental	\$0	\$0	\$0	\$0

Design	\$1,350,000	\$0	\$0	\$1,350,000
Construction	\$2,700,833	\$0	\$0	\$2,700,833
Construction Management	\$0	\$0	\$0	\$0
Permits	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Project Summary Totals	\$4,050,833	\$0	\$0	\$4,050,833

The cost to prepare this staff report is estimated to be \$480.

Recommended Action:

Authorize the Mayor to execute the Professional Services Agreement with Gillis + Panichapan Architects, Inc. in the amount of \$1,108,250 and

Authorize Staff to issue a Purchase Order in the amount of \$1,108,250 for Capital Improvement Project Nos. T-19 and R-21, and

Authorize the City Manager to Approve any necessary Change Orders in an Amount not to Exceed \$110,825.

Attachments:

- A. Gillis + Panichapan Cost Proposal
- B. Professional Services Agreement
- C. Levine Act Statement