



City of Del Mar Staff Report



TO: Honorable City Council Members

FROM: Kathleen Garcia, Planning and Community Development Director
Via Scott W. Huth, City Manager

DATE: May 2, 2016

SUBJECT: Authorization for Professional Services Contract for Commissioning Services for the City Hall/Town Hall Project

REQUESTED ACTION/RECOMMENDATION:

Authorize the City Manager to negotiate and execute a Professional Services Agreement with a commissioning consultant for the provision of commissioning services for the new City Hall/Town Hall Project.

DISCUSSION/ANALYSIS:

The design of the City Hall and Town Hall requires owner-provided specialty consultation in the area of commissioning. Commissioning is the documented, systematic process of ensuring that building mechanical systems (heating, ventilation and air conditioning) perform and interrelate according to the engineer's design intent and the owner's operational needs. These services are required during the design, construction, and occupancy phases of this project in order to satisfy California Building Code CALgreen Tier One requirements.

City staff have requested and received quotes for professional commissioning services for the City Hall/Town Hall project from qualified local firms that are independent from the Engineer of Record. Four firms in San Diego were contacted to provide this service:

1. Glumac
2. MA Engineers
3. MBO, Inc.
4. SC Engineers

Randall Lamb & Associates, while qualified to provide commissioning services, is the Mechanical/Electrical/Plumbing engineer on the Miller Hull project team, and the Engineer of Record.

City Council Action:

Staff solicited professional services quotations from the four firms listed above. Staff is reviewing their responses for cost effectiveness, responsiveness, ability to perform the services, and prior experience.

Staff is requesting that the City Council authorize the City Manager to enter into a contract for an amount not to exceed \$20,000 with the commissioning services firm that provides the best value and responsiveness to the City.

The City Hall/Town Hall budget, adopted by the City Council on November 16, 2015, by Resolution 2015-79, identified the budget allocation of \$3,301,548.00 for design; engineering; permits; CEQA review; fixtures, furnishings, and equipment (FF&E); and signage. These professional fees for commissioning services would fall under this budget category. At this time, this budget is approximately 25% expended with current architectural and CEQA services.

FISCAL IMPACT:

The City Hall project efforts to date, including design and EIR, are funded in the adopted FY 2015 - 2016 and 2016 – 2017 Operating and Capital Budget.

ENVIRONMENTAL IMPACT:

The commissioning of a building is not a project per the definition of the California Environmental Quality Act (CEQA).

PRIOR CITY COUNCIL REVIEW:

The City Council adopted the budget for the City Hall/Town Hall project at their November 16, 2015 City Council meeting.