



## CITY OF COMMERCE AGENDA REPORT

**TO:** Honorable City Council

**FROM:** City Manager

**SUBJECT:** Professional Services Agreement with IDS Group for the Preparation of Concept Layouts for the New Commerce City Hall Facilities

**MEETING DATE:** February 22, 2022

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### **RECOMMENDATION:**

The City Council will consider adopting a Resolution awarding a Professional Services Agreement to IDS Group to prepare conceptual layouts for the New City Hall Facilities, Authorizing Project Management Services by Transtech Engineers and Approving Funding for the Project.

### **BACKGROUND:**

The proposed Professional Services Agreement is for the New Commerce City Facilities Concept Layout Development Project. The proposed project will be located on the City's vacant lot located at the northeast corner of Washington Boulevard and Telegraph Road. The City is seeking to develop various concept layouts of the new facilities to determine a final concept which will be used to prepare a final architectural and engineering design.

The City acquired the 10.62 acre parcel from Successor Agency to the Commerce Community Development Commission for \$1. The California Department of Finance approved the transaction on the condition that the City develop a Public Safety Facility on a portion of the 10.62 acre site. The City subsequently split the 10.62 acre parcel into smaller parcels to facilitate the development of a commercial development. The City's facilities will sit on the northwest corner of the site.

The goal of the New Commerce City Facilities Concept Layout Development Project is to develop various concept layouts and cost estimates for the City Council's consideration. The new City facilities may include the following buildings: City Hall, Public Safety and Community Room; and a Los Angeles Sheriff's Station. The concepts will include separate buildings and a Civic Center.

### **ANALYSIS:**

On December 9, 2021, the City issued a Request for Proposal (RFP) for architectural services for the preparation of conceptual layouts for the new Commerce city hall facilities

with a due date of January 20, 2022. Thirteen (13) firms submitted proposals. The proposals were evaluated based on an established criteria including compliance with RFP requirements, proposal quality, project understanding, approach, methodology and responsiveness, flexibility, experience of assigned staff including prior experience of working relationship of key team members in past similar projects, and schedule efficiency. Said criteria was included in the RFP.

All firms submitted great proposals. However, IDS Group received the highest ranking with a negotiated Fee of \$52,916.

On February 15, 2022 the Measure AA Advisory Committee approved a budget allocation of \$70,000 for the Conceptual Layout of the New City Hall Facilities Project.

Staff recommends adoption of the attached Resolution which includes the following actions:

1. Approves a professional service agreement with IDS Group, in the amount of \$52,916 and authorize City Manager to execute any amendments to the agreement with IDS Group should it become necessary.
2. Authorizes Transtech Engineers, Inc. to perform Project Management Services pursuant to Transtech's existing on-call agreement for consultant services.
3. Approves budget allocation of \$70,000 for the Conceptual Layout of the New City Hall Facilities Project 22.

Following is a summary of the project cost:

Proposal Amount – Engineering Services	\$ 52,916
Project Management (Transtech) (10%)	\$ 5,300
Contingency	<u>\$ 11,784</u>
<b>Subtotal</b>	<b>\$ 70,000</b>

**ALTERNATIVES:**

1. Approve staff recommendation
2. Disapprove staff recommendation
3. Provide further direction to staff

**FISCAL IMPACT:**

The total cost for preparation of Conceptual layouts by IDS Group including project management will be covered by the Measure AA in the amount of \$70,000.

**RELATIONSHIP TO STRATEGIC GOALS:**

This agenda item relates to the 2016 Strategic Plan, Infrastructure and Facilities:

Guiding Principle 3:

Maintain and prioritize improvements to city facilities and infrastructure in accordance with adopted master planning documents including the Green Zone Implementation Plan to accomplish achievable annual and long-term goals.

Guiding Principle 4:

Develop and invest in infrastructure and beautification projects that support economic growth.

Approved by: Daniel Hernandez, Director of Public Works  
Fiscal impact reviewed by: Josh Brooks, Acting Director of Finance  
Approved as to form by: Noel Tapia, City Attorney  
Respectfully submitted: Edgar P. Cisneros, City Manager

**ATTACHMENT:**

- 1) Resolution
- 2) Professional Services Agreement- IDS Group
  - a) Exhibit A- Scope of Work