



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

FROM: City Manager

SUBJECT: Approval of Professional Services Agreement for the Preparation of Plans, Specifications, and Engineer's Estimate (PS&E) for the Emergency Operations Center (EOC) Grant-Funded Project

MEETING DATE: January 13, 2026

RECOMMENDATION:

Staff recommends the City Council to:

1. Approve a professional services agreement with John G. Cataldo A.I.A., C.S.I., Architect, Inc., in the amount of \$174,000.00 and authorize the Mayor to execute the agreement in a form approved by City Attorney and furthermore authorize City Manager and/or Director of Public Works to execute any amendments to the agreement with John G. Cataldo A.I.A., C.S.I., Architect, Inc. should it become necessary, and
2. Approve up to 10% of the total contract value in contingencies for unforeseen additional design services, and
3. Approve up to 10% of the total contract value for Transtech Engineers, Inc. to provide project management services.

BACKGROUND:

The City of Commerce's Emergency Operations Center (EOC), located adjacent to City Hall, was originally constructed in 2014. The EOC functions as the City's central command hub during emergencies, facilitating coordination among local, state, and federal agencies.

Over time, the EOC facility has become outdated in both its technological systems and its spatial configuration. To address these deficiencies, the City applied for and received \$1,482,900 in Emergency Operations Center (EOC) Grant Program funding from the California Office of Emergency Services (Cal OES) in October 2024. The grant requires a local match of \$494,300. The grant allows the City to upgrade its EOC facility to meet current operational, technological, and safety standards, and enhance its ability to manage multi-agency coordination during emergency events.

To initiate the design phase, the City issued a Request for Proposals (RFP) on September 25, 2025, seeking qualified consulting firms to prepare Plans, Specifications, and Engineer's Estimates (PS&E) for the EOC upgrade project.

ANALYSIS:

On October 23, 2025, the City received two proposals in response to the Request for Proposals (RFP), one from Infrastructure Architects and one from John G. Cataldo A.I.A., C.S.I., Architect, Inc. Both proposals were evaluated based on compliance with RFP requirements, consultant responsiveness, demonstrated experience with similar projects, and overall cost effectiveness. In addition, both firms were formally interviewed by Public Works staff.

Following the above evaluation process John G. Cataldo A.I.A., C.S.I., Architect, Inc. demonstrated the most comprehensive understanding of the project, extensive experience with federally funded public safety facilities, and a highly responsive and well-coordinated project delivery approach, resulting in the highest overall ranking. Therefore, staff recommends award of a Professional Services Agreement to John G. Cataldo A.I.A., C.S.I., Architect, Inc.

The EOC project will upgrade the existing facility to provide improved functionality, technology upgrades and integration, to ensure compliance with the local, state, and federal emergency management protocols. The design scope includes the conversion of the open patio into an enclosed conference room with full architectural, structural, mechanical, electrical, computer hardware and software integration. The project also includes the installation of a new video wall system, incorporating associated hardware, software, and computer systems to enhance command and control functionality. In addition, the project will also include but not limited to electrical, communication, and security system upgrades. The consultant will prepare plans specifications, estimates, environmental, and construction bid documents.

ALTERNATIVES:

- 1. Approve staff recommendation
- 2. Disapprove of staff recommendation
- 3. Provide further directions for staff

FISCAL IMPACT:

The Federal Cal OES Grant Program provides a total of \$1,482,900 on a reimbursement basis to cover 75% of the overall project cost, including both design and construction. The grant requires a 25% local match, totaling \$494,300, which will be funded through Fund 40.

The total estimated cost for the project’s design phase is \$208,800, of which 75% (\$156,600) will be funded through Federal Cal OES Grant Funds and the remaining 25% (\$52,200) local match will be funded through Fund 40. Funding summary for the design phase is as follows:

Professional Services Contract Amount	\$174,000.00
Contingencies (10%)	\$ 17,400.00
Project Management (10%)	\$ 17,400.00
Total	\$208,800.00
 Design Budget	
Federal Funds	\$156,600.00

Local Fund 40	\$ 52,200.00
Total	\$208,800.00

RELATIONSHIP TO STRATEGIC GOALS:

This agenda item relates to the 2016 Strategic Plan, Community Quality of Life

Guiding Principle 4:

Support and evaluate community services, programs and events that promote healthy and quality lifestyles for our residents. Enhance public safety and social services through innovative programs that meet the needs of the residential and business communities.

Recommended by: Shahid Abbas, Director of Public Works
 Fiscal Impact reviewed: Alvaro Castellon, Director of Finance
 Approved as to form by: Noel Tapia, City Attorney
 Respectfully submitted by: Ernie Hernandez, City Manager

Attachment:

1. Professional Services Agreement