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DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

916-449-5548

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

February 4, 1991

APPROVED
BY THE CITY COUNCIL

FEB 12 1991

OFFICE OF THE
CITY CLERK

CM90-324-1

City Council
Sacramento, California

Honorable Members In Session:

Subject: APPROVAL OF SUPPLEMENTAL AGREEMENT NO. 1 TO INTERIOR DESIGN AND SPACE PLANNING AGREEMENT (2605)

SUMMARY

This report requests City Council approval of Supplemental Agreement No. 1 with Robinson Mills & Williams which will extend the existing agreement through June 30, 1991.

BACKGROUND INFORMATION

On September 21, 1990, the City Manager's designated representative entered into a contract in the amount of $24,500 with Robinson Mills & Williams to provide interior design and space planning support services. The justification for this contract was the large volume of impending interior design and space planning projects and the need of assistance for the existing City staff to meet client time requirements. The Central Library Interiors and Sacramento Room Furnishings projects require one City staff member full time for the next 12 to 18 months to complete the design, construction, installation and punchlist stages.

To date the Consultant has worked on 21 projects with 70% of the agreement being directly billable to specific projects. The remaining time has been spent on office administration and miscellaneous requests of Facility Management.

Currently, the two person City interiors staff has a workload of 23 projects totaling $5,365,553. The Consultant has 15 projects now in progress totaling $122,060. Additionally, interior projects come in on a daily basis. It is anticipated that the work load and dollar volume will increase during the time of the proposed Supplemental Agreement. Without the assistance of the Consultant, the projects

February 6, 1981

Judy Garland
Chairman, Rules Committee

Honorable Members in Session:

Subject: APPROVAL OF SUPPLEMENTAL AGREEMENT NO. 1 TO INTERIOR DESIGN AND SPACE PLANNING AGREEMENT (9004)

SUMMARY

This report requests City Council approval of Supplemental Agreement No. 1 with Robinson Mills & Williams which will extend the existing agreement through June 30, 1981.

BACKGROUND INFORMATION

On September 21, 1979, the City Manager's designated representative entered into a contract in the amount of $20,000 with Robinson Mills & Williams to provide interior design and space planning services. The justification for this contract was the large volume of impending interior design and space planning projects and the need for assistance from the existing City staff to meet client time requirements. The Central Library Interiors and Sacramento Room Rehabilitation projects require one City staff member full time for the next 6 to 12 months to complete the design, construction, installation and punchlist stages.

To date the consultant has worked on 23 projects with 90% of the agreement being directly billable to specific projects. The remaining time has been spent on office administration and internal meetings requested by Facility Management.

Currently, the two person City interiors staff has a workload of 37 projects totaling $8,895,000. The Consultant has 13 projects now in progress totaling $122,000. Additionally, interior projects come in on a daily basis. It is anticipated that the work load and dollar volume will increase during the time of the proposed Supplemental Agreement. Without the assistance of the consultant, the projects

currently assigned to the Consultant will suffer a lack of continuity, design and time losses as well as causing an undue work overload on the two City staff members. The additional fee for this Supplemental Agreement will include all phases of interiors work outlined above and will be in the amount of $32,500., for a total contract amount of $57,000. Facility Management will continue to monitor this contract regarding cost-benefit analysis in relation to additional in-house staff.

FINANCIAL DATA

Funding is available in each improvement project for this consultant's expenses. Non-billable hours for cost estimates and maintenance work will be funded from maintenance funds available to Facility Management (organization 1936, object code 4241 with a balance of $196,295).

MBE/WBE EFFORTS

This report does not affect the MBE/WBE provisions.

POLICY CONSIDERATIONS

Approval of this Supplemental Agreement is consistent with requirements Chapter 59 of the Sacramento City Code.

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution authorizing the City Manager to enter into Supplemental Agreement No. 1 in the amount of $32,500. with Robinson Mills & Williams for additional interiors and space planning services for a total contract not to exceed $57,000.00

Respectfully submitted,

Frank Mugartegui
Director of General Services

RECOMMENDATION APPROVED:

WALTER J. SLIPE, CITY MANAGER

February 12, 1991
All Districts

Contact Person:

Gregory P. Hovious,
Construction Contract Officer
449-5977

RESOLUTION NO. 91-117

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO SUPPLEMENTAL AGREEMENT NO. 1 IN THE AMOUNT OF $32,500. WITH ROBINSON MILLS & WILLIAMS FOR ADDITIONAL INTERIORS SERVICES

APPROVED BY THE CITY COUNCIL
FEB 12 1991
OFFICE OF THE CITY CLERK

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:

The City Manager is hereby authorized to execute into Supplemental Agreement No. 1 in the amount of $32,500. with Robinson Mills & Williams for additional interiors services for a total contract not to exceed $57,000.00.

_____
MAYOR

ATTEST:

_____
CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

[illegible]