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DEPARTMENT OF  
GENERAL SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

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

OFFICE OF THE DIRECTOR

February 4, 1991

**APPROVED**  
BY THE CITY COUNCIL

916-449-5548

City Council  
Sacramento, California

FEB 12 1991

DIVISIONS:

OFFICE OF THE  
CITY CLERK

COMMUNICATIONS  
FACILITY MANAGEMENT  
FLEET MANAGEMENT  
PROCUREMENT SERVICES

Honorable Members In Session:

CM 90-324-1

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 14, 1961

Mr. Robert  
City of Chicago

Dear Mr. Robert:

Subject: APPROVAL OF SUPPLEMENTAL AGREEMENT NO. 1 TO  
INTERIOR DESIGN AND SPACE PLANNING AGREEMENT (1959)

REPLY

This report reflects the approval of supplemental agreement  
No. 1 to the existing agreement which will extend the existing  
agreement through June 30, 1961.

BACKGROUND INFORMATION

On September 21, 1959, the City Manager's designated representative  
entered into a contract in the amount of \$200 with Robinson Miller  
& Williams to provide interior design and space planning services.  
The justification for this contract was the large volume  
of ongoing interior design and space planning projects and the need  
of assistance for the existing City staff to meet client  
requirements. The Central Library Interiors and Ceramics Room  
renovation project requires one City staff member full time for the  
next 18 to 24 months to complete the design, construction, installa-  
tion and painting stages.

As with the Consultant who worked on the project with the City of  
Chicago, the Consultant is unable to specify workers. The remaining  
work has been done on office administration and installation  
requests of facility management.

Currently, the two person City staff has a backlog of  
projects totaling \$2,000. The Consultant has 13 projects now  
in progress totaling \$12,000. Additionally, interior projects are  
of a daily basis. It is anticipated that the work load and dollar  
volume will increase during the time of the proposed agreement.  
Agreement without the assistance of the Consultant, the project

City Council  
Re: Interior Design And Space Planning Agreement  
February 4, 1991  
Page Two

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.

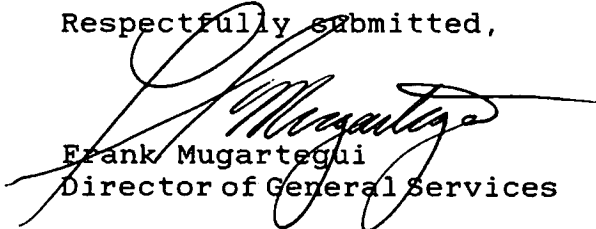
POLICY CONSIDERATIONS

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

Contact Person:

Gregory P. Hovious,  
Construction Contract Officer  
449-5977

February 12, 1991  
All Districts

1. The first part of the document discusses the importance of maintaining accurate records of all transactions.

2. It then goes on to describe the various methods used to collect and analyze data, including surveys and interviews.

3. The third section focuses on the results of the study, which show a clear correlation between the variables being measured.

4. Finally, the document concludes by summarizing the key findings and offering suggestions for future research.

THE SECOND PART OF THE DOCUMENT

DEALS WITH THE ANALYSIS OF THE DATA

AND THE RESULTS OF THE STUDY

THE FIRST PART OF THE DOCUMENT DISCUSSES THE IMPORTANCE OF MAINTAINING ACCURATE RECORDS OF ALL TRANSACTIONS. IT THEN GOES ON TO DESCRIBE THE VARIOUS METHODS USED TO COLLECT AND ANALYZE DATA, INCLUDING SURVEYS AND INTERVIEWS.

THE THIRD SECTION FOCUSES ON THE RESULTS OF THE STUDY, WHICH SHOW A CLEAR CORRELATION BETWEEN THE VARIABLES BEING MEASURED.

FINALLY, THE DOCUMENT CONCLUDES BY SUMMARIZING THE KEY FINDINGS AND OFFERING SUGGESTIONS FOR FUTURE RESEARCH.

THE SECOND PART OF THE DOCUMENT DEALS WITH THE ANALYSIS OF THE DATA AND THE RESULTS OF THE STUDY.

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THE SECOND PART OF THE DOCUMENT DEALS WITH THE ANALYSIS OF THE DATA AND THE RESULTS OF THE STUDY.

**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: \_\_\_\_\_

OF THE NATIONAL BUREAU OF STANDARDS  
AND TECHNICAL ASSISTANCE ADMINISTRATION  
AND THE NATIONAL BUREAU OF STANDARDS  
AND TECHNICAL ASSISTANCE ADMINISTRATION  
AND THE NATIONAL BUREAU OF STANDARDS  
AND TECHNICAL ASSISTANCE ADMINISTRATION

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