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DEPARTMENT OF
GENERAL SERVICES

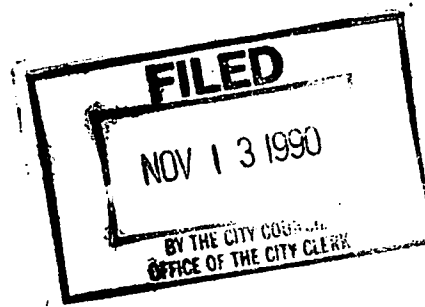
CITY OF SACRAMENTO
CALIFORNIA

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

OFFICE OF THE DIRECTOR

916-449-5548

November 5, 1990



DIVISIONS:

City Council
Sacramento, California

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
PROCUREMENT SERVICES

Honorable Members In Session:

Subject: USE OF INTERIOR SPACEPLANNING CONSULTANTS

SUMMARY

This is an informational report to the City Council recognizing the utilization of outside professional services for City spaceplanning and interior furniture design needs. Consultants are required for Facility Management Division to meet the current demands in a timely and efficient manner.

BACKGROUND INFORMATION

For the last two years, City staff has had to utilize the professional services of interior design consultants to meet the increase in the number of spaceplanning and furnishing projects which are completed each year. In Fiscal Year 1989-90, 60 projects with furnishing costs totaling \$804,702 were completed. Staff is currently managing, with the assistance of consultants, 46 active interior projects with new requests arriving weekly.

In order to continue to handle the quantity and requirements of these projects, it was necessary to revise and update the list of pre-qualified consultants who can respond in a timely manner to meet our needs, yet maintain consistency throughout the process.

As before, the intent of establishing a prequalified list of interiors consultants is to streamline the process with the elimination of the normal selection process time of 8 to 12 weeks. This up-front time

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period is added to the design, bidding, and ordering of furnishings which averages 20 weeks. This action also provides an opportunity for design firms who are not currently on the prequalified list to explain their interest and qualifications and increase potential MBE/WBE participation.

Advertisements were placed with the local newspapers by the City Clerk. Using the City's MBE/WBE professional consultant list, 34 firms were directly notified that the city was seeking qualified firms interested in providing interiors, spaceplanning, and furniture design and specification services for various City facilities. It was noted that the City intended to establish a pre-selected resource list of qualified firms for award of consulting contracts. The scope of projects were noted as ranging from a new 20,000 sq.ft. facility to a six workstation remodel (less than 500 sq.ft.). The City's spaceplanning guidelines were to be utilized and the firms must have a working knowledge of Herman Miller systems furniture.

Thirteen (13) firms responded to the Request for Qualifications providing their professional credentials, client references, personnel structure, and proposed methods of operation. Several of the firms responding had provided interior services to the City in the past. Those firms that had not worked with the City were interviewed to determine if they could provide for the City's specific needs.

The following eight firms were selected and will be placed on the consultant resource list, and will be used during the next twelve months, with an option for an additional twelve months depending on their overall performance:

1. Design Directions (WBE)
2. Miles Treaster & Associates
3. Design Tech
4. WCF Design Group
5. Robinson Mills + Williams
6. Interplan Design (WBE)
7. Lionakis-Beaumont Design Group
8. ESC Design Group

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FINANCIAL DATA

Funding is available in each improvement project for consultant expenses. Whenever spaceplanning assistance for larger projects is required, a separate contract will be prepared and, if in excess of the City Manager's designated representative's authority (\$25,000), it will be submitted for Council approval.

POLICY CONSIDERATIONS

The process of selection/prequalification for placement on the resource list is similar to that used for consultant selection for a larger (CIP) project except that no such project exists. This process is consistent with Sacramento City Code Chapter 59, Section 59.103.

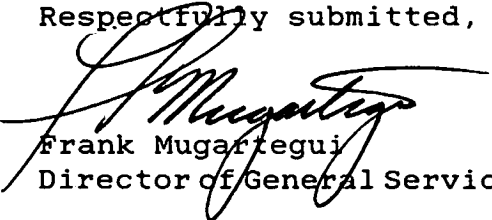
MBE/WBE EFFORTS

Thirty-four (34) firms currently registered with the City's MBE/WBE program were mailed a copy of the Request for Qualifications. Two (2) of the eight (8) recommended firms are certified WBE firms.

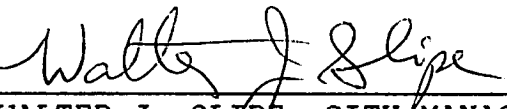
RECOMMENDATION

This report is for Council information only, and no action is required.

Respectfully submitted,


Frank Mugarregui
Director of General Services

APPROVED FOR COUNCIL INFORMATION:


WALTER J. SLIPE, CITY MANAGER

November 13, 1990
All Districts

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