



DEPARTMENT OF  
GENERAL SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

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Sacramento, CA 95814

FACILITY AND REAL PROPERTY  
MANAGEMENT DIVISION

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December 30, 2004

City Council  
Sacramento, California

Honorable Members in Session:

**SUBJECT: CITY HALL EXPANSION PROJECT (PN: BB81) - APPROVAL OF MOVE  
CONSULTANT PROFESSIONAL SERVICES AGREEMENT**

**LOCATION AND COUNCIL DISTRICT:** 915 I Street - Council District 1. (See location map – Attachment A).

**RECOMMENDATION:**

This report recommends that City Council adopt the attached resolution authorizing the City Manager to execute a professional services agreement with Benchmark Consulting Services, Ltd. (BCS) in the amount of \$221,900 to provide office relocation management services for the City Hall Project.

**CONTACT PERSONS:**           **Bob Williamson, Supervising Architect, 808-8430**  
  **E.C. Looi, Senior Engineer, 808-5533**

**FOR COUNCIL MEETING OF:**   January 18, 2005

**SUMMARY:**

As reported in the December 14, 2004 Council update on the City Hall Expansion Project, the primary role of a move consultant is to facilitate the overall move process, to minimize disruptions to ongoing City operations, and to be in accordance with the approved Move Schedule and Move Principles. Due to the complexities and logistics involved in the multi-phase tenant moves and occupancies, it is important for the City to hire an experienced and qualified move consultant. Benchmark Consulting Services, Ltd. (BCS) emerges as the only and most qualified firm who responded to the City's RFQ (Request for Qualifications) process. Staff has met with BCS and reviewed the scope of services to be provided. Based on this understanding, a pricing was submitted and negotiated. Staff has determined that the pricing is

City Council

City Hall Expansion Project (PN: BB81) – Approval of Move Consultant Services Agreement  
December 30, 2004

fair and reasonable for the scope of services to be performed and is requesting City Council approval of the agreement.

**COMMITTEE/COMMISSION ACTION:** None.

**BACKGROUND:**

On November 22, 2004, an RFQ to select a move consultant for the City Hall Project was issued. On December 8, BCS emerged as the only and most qualified firm who responded to the City's RFQ process. Staff has met with BCS and reviewed the scope of services to be provided. Based on this understanding, a pricing was submitted and negotiated.

Key office relocation projects previously managed or currently being managed by BCS include the following: Solano County Government Center (344,500 SF), CalPERS (550,000 SF), Joe Serna Jr. Cal EPA Headquarters Building (1,000,000 SF), State of California Department of General Services Headquarter Relocation to the Ziggurat in West Sacramento (300,000 SF), State of California Elihu M. Harris Office Building in Oakland (750,000 SF).

On December 14, 2004, City Council approved the City Hall Project Move Schedule, Move Principles and the Building Operation Principles. Approval of the Move Schedules is important to the project as construction is anticipated to be complete on April 29, 2005, with phased tenant move-ins starting in May, 2005, and full tenant occupancy complete by end of Summer 2005.

A Move Team has been formed with a move coordinator / P.O.C. (Point of Contact) person designated from each floor tenant. All issues generated from that particular floor tenant department during the moves will be channeled through the move coordinator. The move consultant will lead and work closely with the Move Team.

**FINANCIAL CONSIDERATIONS:**

The City Hall Project is anticipated to be completed within budget. The unobligated balance of \$1,194,880 in the Tenant Improvement Sub-CIP of the City Hall Project Budget (PN: BB85) is sufficient to cover the cost of BCS' consultant services agreement, for the amount of \$221,900.

**ENVIRONMENTAL CONSIDERATIONS:**

The Environmental Impact Report for the City Hall Project is complete. The Notice of Determination was filed with the County of Sacramento on September 21, 2001.

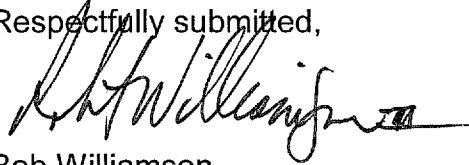
**POLICY CONSIDERATIONS:**

The action requested herein is consistent with Sacramento City Code, Title 3 and with the City of Sacramento's Strategic Plan goal of promoting and supporting economic vitality.

**ESBD CONSIDERATIONS:**

BCS is a fully certified ESBE firm with the City and other public agencies. The Move Consultant service was procured in accordance with established City ESBD procedures. The RFQ was posted on the City's Internet site at [www.cityofsacramento.org/bids](http://www.cityofsacramento.org/bids). Overall City Hall Project projected ESBE participation is 23%.

Respectfully submitted,



Bob Williamson  
Project Manager

RECOMMENDATION APPROVED:



ROBERT P. THOMAS  
City Manager

Approved:



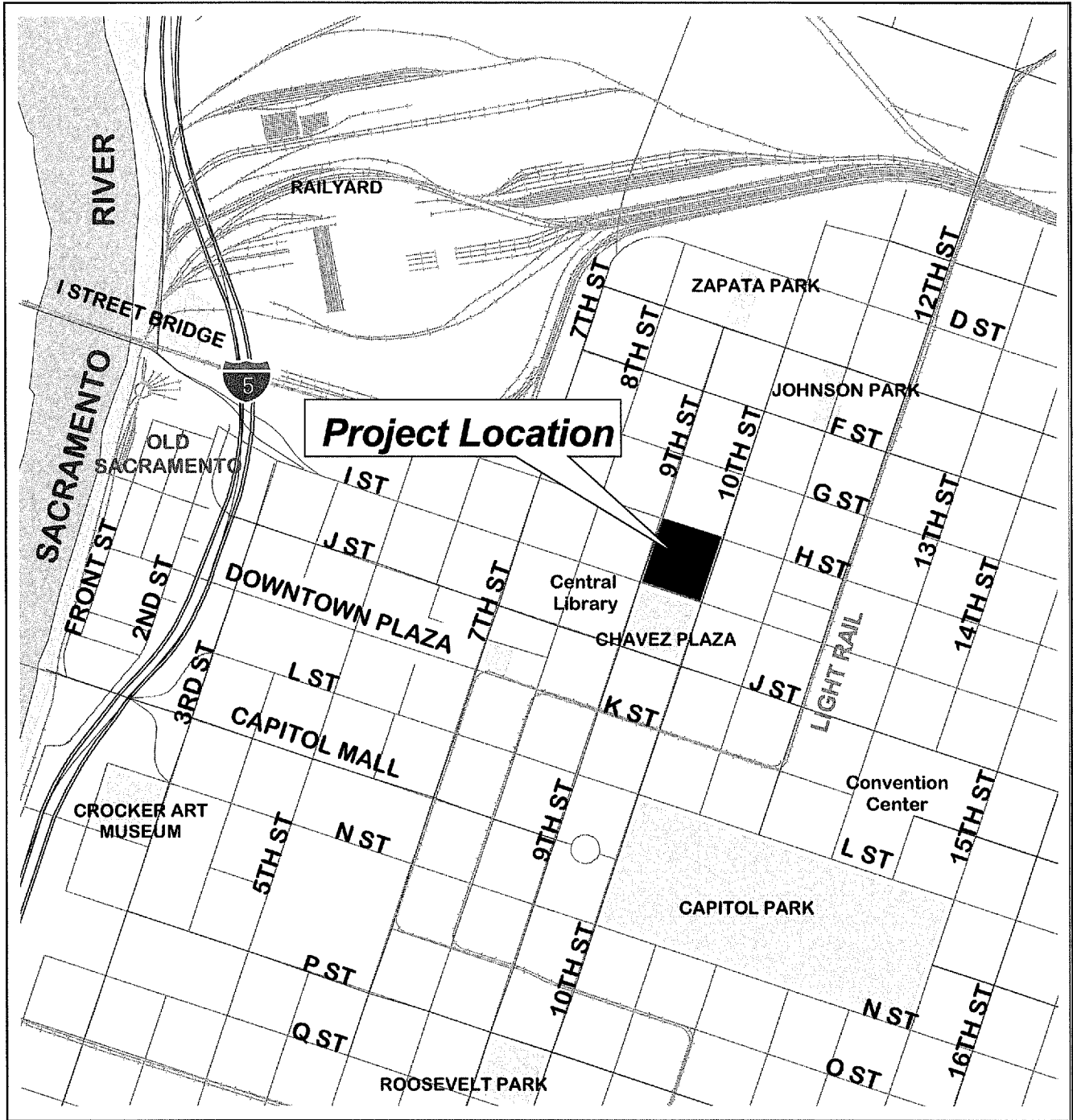
Reina J. Schwartz  
Director, Department of General Services

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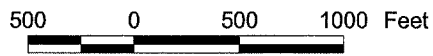
- 1) Attachment A, Location Map, page 4
- 2) Resolution, page 5

Location Map for

# CITY HALL EXPANSION PROJECT (PN:BB85)



Map Contact: S. Tobin  
Map Date: January, 2005



**RESOLUTION NO.**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**CITY HALL EXPANSION PROJECT (PN: BB81) – APPROVE MOVE CONSULTANT PROFESSIONAL SERVICES AGREEMENT**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO AS FOLLOWS:**

- Authorize the City Manager to execute a professional services agreement with Benchmark Consulting Services, Ltd. (BCS) in the amount of \$221,900 to provide office relocation management services for the City Hall Project.
- Charge the cost of \$221,900 to City Hall Project Tenant Improvement Sub-CIP BB85.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**FOR CITY CLERK USE ONLY**

RESOLUTION NO: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_