



City of Arts & Innovation

City Council Memorandum

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TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JULY 15, 2025

FROM: GENERAL SERVICES DEPARTMENT WARD: 1

SUBJECT: REQUEST FOR PROPOSAL NO. 2404 – DESIGN-BUILD AGREEMENT WITH OTIS ELEVATOR COMPANY OF ANAHEIM, CALIFORNIA, FOR MODERNIZATION OF THE ELEVATORS IN RIVERSIDE CITY HALL IN THE AMOUNT OF \$1,319,470, PLUS 20% CHANGE ORDER AUTHORITY IN THE AMOUNT OF \$263,894, FOR A TOTAL AMOUNT OF \$1,583,364 – AUTHORIZE A SUPPLEMENTAL APPROPRIATION AND INTERFUND TRANSFER IN THE AMOUNT OF \$1,583,364

ISSUE:

Approve a Design-Build Agreement from Request for Proposal No. 2404 to Otis Elevator Company of Anaheim, California, for modernization of the elevators in City Hall in the amount of \$1,319,470, plus 20% change order authority in the amount of \$263,894, for a total contract amount of \$1,583,364; and authorize a supplemental appropriation and interfund transfer from the Infrastructure Reserve Balance to the Capital Outlay Fund, City Hall Elevator Rehabilitation project account in the amount of \$1,583,364.

RECOMMENDATIONS:

That the City Council:

1. Approve a Design-Build Agreement with Otis Elevator Company of Anaheim, California, from Request for Proposal No. 2404 for modernization of the elevators in City Hall in the amount of \$1,319,470;
2. Authorize 20% change order authority in the amount of \$263,894 for project changes such as unforeseen conditions or necessary design changes;
3. Authorize the City Manager, or designee, to execute all documents necessary to effectuate the agreement, including making minor and non-substantive changes; and
4. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record a supplemental appropriation and interfund transfer from the General Fund Infrastructure Reserve into the Capital Outlay Fund, City Hall Elevator Rehabilitation project account in the amount of \$1,583,364.

BACKGROUND:

The City Hall elevators are approximately 50 years old and were last modernized in 2007. Modernization is again necessary after 18 years of heavy use, as aging equipment has led to more frequent repairs, increased wear on parts, and noticeable issues such as excessive noise, a rougher ride, and rising failure rates. Upgrading the elevators will enhance performance, reduce breakdowns, and ensure long-term ADA compliance.

DISCUSSION:

Request for Proposal (RFP) No. 2404 was posted on the City’s online bidding system, Planet Bids, on November 15, 2024, seeking prospective bidders to modernize the three geared traction elevators at City Hall, located at 3900 Main Street, including updating the elevator control systems, hoist machines, door operation, hall and car fixtures, door equipment, and all other items.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	407
City of Riverside Vendors Notified	302
Vendors who downloaded the RFP	38
Proposals received	4

To ensure sufficient access to the elevator system for bidding purposes, two non-mandatory pre-proposal meetings were held on December 3, 2024 with 16 vendors in attendance and on January 16, 2025 with eight vendors in attendance. RFP 2404 closed on February 14, 2025, with a total of four responses. Two responses were found to be responsive and responsible, and two responses were deemed nonresponsive for missing or incomplete bid bonds. Under the guidance of the Purchasing division, three City staff members evaluated the proposals, with Otis Elevator Company ranking the highest. The evaluation criteria, total points and rankings are summarized in the tables below.

Round 1

Evaluation Criteria	Total Points
Qualifications	35%
Experience (Projects of similar size & scope)	20%
Approach and Methodology	10%
Professional References	10%
Pricing	25%

Evaluation Results

Vendor	Location	Total Cost	Total Point	Rank
Otis Elevator Services, Inc	Anaheim, CA	\$1,319,470.00	2835.00	1
Total Access Elevator	Santa Fe Springs, CA	\$1,400,180.00	2751.77	2
Liftech Elevator Services, Inc*	Signal Hill, CA	\$1,526,800.00	N/A	N/A
TK Elevator*	Anaheim, CA	\$1,530,914.83	N/A	N/A

*Non-responsive

Purchasing Resolution 24101, Section 508 Awards states, “Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible, except that... (c) Contracts procured through Formal Procurement for Services or Professional Services, where the Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications.”

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101.

STRATEGIC PLAN ALIGNMENT:

The City Hall elevator modernization contributes to Strategic Priority 6 – Infrastructure, Mobility and Connectivity, and Goal 6.2 – Maintain, protect, and improve assets and infrastructure within the City’s built environment to ensure and enhance reliability, resiliency, sustainability and facilitate connectivity.

The project aligns with each of the five cross-cutting threads as follows:

1. **Community Trust** – The City Hall elevator modernization is in the community’s best interest by ensuring that the public and staff are in a safe and efficient environment with reliable access throughout the facility.
2. **Equity** – Modernizing the City Hall elevators ensures the safety and comfort for building patrons.
3. **Fiscal Responsibility** – The proposed action complies with the City’s procurement as outlined in Purchasing Resolution No. 24101.
4. **Innovation** – This project greatly improves the safety and security of the facility by utilizing new technologies and materials that will provide many years of safe and reliable use.
5. **Sustainability & Resiliency** – Modernizing the City Hall elevators will improve the longevity of the infrastructure and will ensure the staff and public are working in and visiting a safe and reliable environment.

FISCAL IMPACT:

The total fiscal impact is \$1,583,364, including 20% change order authority of \$263,894. Upon Council approval, a supplemental appropriation and interfund transfer will be recorded from the General Fund Infrastructure Reserves to the Capital Outlay Fund, City Hall Elevator Rehabilitation project account. The table below lists the supplemental appropriations and interfund transfer as related to this action.

Fund	Project/Program	Account	Amount
<i>Transfers</i>			
General Fund	Infrastructure Reserves	0000101-299206	(\$1,583,364)
	GF Transfer Out	7223600-990401	\$1,583,364
<i>Revenue</i>			
Capital Outlay	City Hall Elevator Rehabilitation – Transfer In	9931300-985101	\$1,583,364
<i>Expenditures</i>			
Capital Outlay	City Hall Elevator Rehabilitation – Building and Improvements	9931300-462050	\$1,583,364

Prepared by: Mike Combs, Building Services Project Manager
 Approved by: Lee Withers, General Services Director
 Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
 Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/
 City Treasurer
 Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

- Attachments:
1. Agreement
 2. Award Recommendation