



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 6, 2024

FROM: GENERAL SERVICES DEPARTMENT WARD: 4

SUBJECT: REQUEST FOR PROPOSAL NO. 2329 – DESIGN-BUILD AGREEMENT WITH STILWELL CONSTRUCTION, INC. OF RIVERSIDE, CALIFORNIA FOR THE REPLACEMENT OF THE EXISTING EVAPORATIVE COOLERS IN THE FIRE FLEET MAINTENANCE FACILITY LOCATED AT THE CORPORATION YARD IN THE AMOUNT OF \$378,707 AND AUTHORIZE 15% CHANGE ORDER AUTHORITY UP TO \$56,806.05 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$435,513.05 – SUPPLEMENTAL APPROPRIATION

ISSUES:

Award the Design-Build Agreement from Request for Proposal No. 2329 to Stilwell Construction, Inc. of Riverside, California for the replacement of the existing evaporative coolers in the Fire Fleet Maintenance facility located at the Corporation Yard in the amount of \$378,707 and authorize 15% change order authority up to \$56,806.05 for a total not to exceed amount of \$435,513.05.

RECOMMENDATIONS:

That the City Council:

1. Approve a Design-Build Agreement with Stilwell Construction, Inc. of Riverside, California for the replacement of the existing evaporative coolers in the Fire Fleet Maintenance facility located at the Corporation Yard in the amount of \$378,707;
2. Authorize 15% change order authority in an amount up to \$56,806.05 for project changes including, but not limited to, unforeseen conditions, or necessary design changes for a total not to exceed amount of \$435,513.05;
3. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record a supplemental appropriation in the amount of \$435,513.05 in the Central Garage Fund from available working capital to the Evaporative Coolers Replacement Fire Maintenance Project Account Number 9928100-470020; and
4. Authorize the City Manager, or designee, to execute the Design-Build Agreement including making non-substantive changes.

BACKGROUND:

The General Services Department, Fleet Maintenance Division, is responsible for maintaining the Fire Department’s Fleet vehicles, which consists of various types of vehicles and equipment including 22 Fire Engines, 6 Ladder Trucks, Heavy Rescue vehicles, Hazmat response vehicles and various others. The Fire Fleet Maintenance Facility is located at the Corporation Yard, and it is solely dedicated to the repairs and maintenance of Fire vehicles to ensure that the Fire department is ready to serve and protect the City of Riverside with safe and reliable vehicles and equipment.

The Fire Fleet Maintenance Facility was constructed over 37 years ago and the existing evaporative coolers have exceeded their expected service life, are very outdated, and are no longer in working condition. Over the years, they have also caused rust damage resulting in holes in the roof and ductwork exposing the inside of the facility to the outside elements. During the summer months, the interior temperature of the facility often exceeds 100 degrees, which is a safety concern for the staff.

DISCUSSION:

Request for Proposals (RFP) No. 2329 was posted on the City’s online bidding system, PlanetBids, on November 3, 2023, seeking proposals from qualified contracting firms to provide a turnkey design and installation service associated with the replacement of the existing evaporative coolers for the Fire Fleet Maintenance facility. The proposals were to include engineering, preparation of drawings and specifications, permitting, installation of City supplied evaporative coolers, new ductwork throughout the building, system controls, removal of the old coolers and ductwork, and roof replacement where the existing coolers penetrated the roof.

Table 1. RFP Notification Summary

Action	Number of Vendors
City of Riverside Vendors Notified	92
External Vendors Notified	477
Prospective Vendors	15
Proposals Received	2

On November 16, 2023, a non-mandatory pre-proposal meeting was held, and four prospective bidders attended. On November 29, 2023, a second non-mandatory pre-proposal meeting was held, and one prospective bidder attended, Stilwell Construction Inc., who also attended the first pre-proposal meeting. On December 11, 2023, the City received two proposals which were evaluated by a panel that included staff from the General Services Department. The proposals were evaluated according to the RFP selection criteria as noted below:

- a. Experience and Qualifications (25%)
- b. Understanding and Approach (25%)
- c. Methodology (30%)
- d. Pricing (10%)
- e. Professional References (10%)

Table 2. Evaluation Summary

Vendor	Location	Score (300 Max)	Amount	Rank
Stilwell Construction Inc.	Riverside, CA	259.49	\$407,559	1
MMJ Construction Inc.	Temecula, CA	251.00	\$237,639	2

Using the RFP process allows for the analysis between differing solutions that may be proposed, taking into consideration price, vendor qualifications, experience, project approach, among other items. The RFP does this by establishing a predetermined set of evaluation criteria to be used by the evaluation committee during the proposal reviews. The evaluation criteria is selected to showcase the project’s specific needs, and which potential solution that has the best cost/benefit ratio or highest return on investment.

Stilwell Construction was proactive in their approach to the proposal process by taking the initiative to contract with an architect and structural engineer. This allowed them to accurately assess the scope and cost of the project, particularly in terms of connecting the new cooler supports to the existing building structure. By obtaining detailed engineered drawings as part of their proposal, they were able to provide a comprehensive plan, demonstrating their commitment to delivering a well-planned and executed project.

Following the evaluations, Stilwell Construction, Inc. was selected to enter negotiations, resulting in a reduction to their proposal by \$28,852 for a total award amount of \$378,707. Staff recommends awarding the proposal to Stilwell Construction, Inc. based on their previous experience with similar size buildings and their extra effort and initiative in the preparation of their proposal by providing drawings and detailed scope as to how the project will be designed and constructed to maximize building efficiencies. While the cost differential between Stillwell Construction, Inc. and MMJ Construction, Inc. is significant, the value from Stillwell Construction, Inc. is assured based on their proactive approach, and their history of delivering high quality projects for the City.

Purchasing Resolution 24101 Section 508 (c) which states, “Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that... (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposal 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 compliance with Purchasing Resolution No. 24101.

STRATEGIC PLAN ALIGNMENT:

The replacement the existing evaporative coolers at the Fire Fleet Maintenance facility supports Strategic Priority No. 6 – *Infrastructure, Mobility and Connectivity*, and Goal No. 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** – Replacing the existing evaporative coolers in the Fire Fleet Maintenance Facility is in the community’s best interest by ensuring that the staff are

working in a safe environment resulting in the proper and efficient maintenance of the Fire Department's fleet.

2. **Equity** – Providing new evaporative coolers at the Fire Fleet Maintenance Facility ensures safety and comfort for all staff occupying the building.
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 materials that will withstand many years of use.
5. **Sustainability & Resiliency** – Replacing the existing evaporative coolers will improve the longevity of the infrastructure and will ensure the staff are working in a safe environment and that the Fire Department continues to have safe and reliable vehicles and equipment to serve and protect the community.

FISCAL IMPACT:

The total fiscal impact is \$435,513.05. Upon Council approval a supplemental appropriation will be recorded in the amount of \$435,513.05 from the Central Garage Fund available working capital to the Evaporative Coolers Replacement Fire Maintenance Project Account Number 9928100-470020. There are sufficient fund reserves to accommodate the supplemental appropriation.

Prepared by:	Mike Combs, Project Manager
Approved by:	Carl Carey, 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/ Treasurer
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments: Bid Award Recommendation