
CITY OF TEMPE
REQUEST FOR COUNCIL ACTION**Council Meeting Date: 4/10/2014**
Agenda Item: 5B8

ACTION: Award job order no. 10 to Builders Guild, Inc. for tenant improvements at the City Hall parking garage at 117 East Fifth Street.

FISCAL IMPACT: The total job order amount is \$433,286.51 and the project contingency amount is \$38,400. Funds to cover this job order contract and related costs are appropriated for fiscal year 2013/14 in Capital Improvement Project No. 6702979, City Hall Parking Garage.

RECOMMENDATION: Award job order no. 10 with Builders Guild, Inc. through existing job order contract no. C2011-157.

BACKGROUND INFORMATION: This project consists of tenant improvements on the north side of the City Hall parking garage at 117 East Fifth Street. Improvements will be made to 6,400 square feet of office space on the second floor and 2,300 square feet of retail/restaurant space on the west side of the first floor. Improvements will also include replacing the third floor roof and relocating the existing and additional mechanical units to the new roof.

The lease between the City and a sandwich shop has been signed for the western portion of the first floor and the tenant is on a fast-track schedule to open by the end of the September 2014. The scope of work for this job order includes construction of partition walls, white shell office and restaurant space, and restrooms; installation of electrical wiring and equipment, an air conditioning system, and plumbing; and removal and installation of the new roof system to accommodate new and existing mechanical units.

The project contingency has been established at \$38,400, approximately nine percent (9%) of the contract amount, to cover possible unforeseen conditions during construction.

Builders Guild, Inc. was previously selected through a qualifications based process consistent with Arizona Revised Statutes. § 34-601 through 611 for job order contracting. The qualifications based selection process for job order contracting includes evaluating each contractor's statement of qualifications, in response to our request for qualifications (RFQ), and holding selection panel interviews with qualified firms based on the following criteria:

- 20% Relevant experience and qualifications of the proposed firm;
- 20% Relevant experience of key personnel;
- 20% Understanding of and approach to performing required services;
- 30% In depth discussion through question and answer session of the proposed firm's expertise, knowledge and qualifications of key personnel, and;
- 10% Overall evaluation of the proposed firm and its ability to provide the required services.

Once interviews are held, a final list of up to three qualified firms is established to negotiate and enter into contracts with. Once job order contracts are awarded, work is performed as a series of individual job orders. Scope, schedule and price are established for each individual job order, which is recommended to Mayor and Council for award if the job order exceeds \$50,000. For this project, staff has reviewed the proposal from Builders Guild, Inc. and found it to be reasonable for the scope of services.

ATTACHMENTS: Job Order and Exhibits A and C (Exhibit B, Project Manual, not included).

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