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**CITY OF TEMPE  
REQUEST FOR COUNCIL ACTION****Council Meeting Date: 10/4/2012  
Agenda Item: 5B1**

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**ACTION:** Award job order no. 2 to Builders Guild, Inc. for security modifications to the garden level, west wing of the City Hall complex.

**FISCAL IMPACT:** Total amount of job order no. 2 is not to exceed \$90,148 and the project contingency amount is \$9,000. Sufficient funds were approved in fiscal year 2011/2012 and are available in Capital Improvement Fund No. 6709249, City Hall/Municipal Complex Rehabilitation.

**RECOMMENDATION:** Award job order no. 2 with Builders Guild, Inc., through existing job order contract no. C2011-157, and approve project contingency.

**BACKGROUND INFORMATION:** The purpose of this project is to provide security upgrades to the customer service lobby area of the west wing, garden level of the City Hall complex. Municipal offices can be targets for theft, unlawful entry, and forcible occupation. Currently there are no effective barriers that would reduce the likelihood of these threats.

The west wing of the garden level was originally constructed in 1986, prior to the public concerns of domestic terrorism and workplace safety. Since the construction of this building, the security design and safety procedures for municipal government buildings have dramatically changed and have been addressed in the Threat Vulnerability Assessment prepared in October 2011 by the Tempe Police Department.

This project will address everything within budget to reduce the possibility of incidents and therefore decrease the need for response and recovery. The scope of work for this job order will include creating a wall barrier and installing a key-card access door between customer and employee areas and improving the customer service counter configuration to provide a more secure barrier between the public lobby area and the office area.

The project contingency has been established at \$9,000, which is approximately ten percent (10%) of the job order amount, to cover possible unforeseen conditions during construction.

Builders Guild, Inc. was previously selected through a qualifications based process consistent with A.R.S. § 34-601 through 611 for job order contracting. The qualifications based selection process for job order contracting includes evaluation of each contractor's statement of qualifications in response to our request for qualifications (RFQ); holding selection panel interviews with qualified firms based on selection criteria with relative weights as follows:

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. Each job order is defined by staff and negotiated with the job order contractor. 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. Staff has reviewed the proposal from Builders Guild, Inc. and found it to be reasonable for the scope of services.

**ATTACHMENTS:** N/A

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Department Director: Don Bessler, Public Works Department Director

Legal review by: Judi Baumann, Assistant City Attorney

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