



STAFF REPORT

Resolution Approving Professional Services Agreement with Nova Partners for Construction Management Services for the Belmont Library.

Honorable Mayor and Members of the City Council:

Summary: Approval of the attached resolution will authorize the City Manager to execute an agreement with Nova Partners to perform construction management consultant services for the Belmont Library project.

Background and Discussion: The City is seeking the services of a consultant to perform limited construction management services on the Library project.

These services include the following tasks:

- Constructability Review
- Bid Assistance
- Change Order Management

The City received two Proposals from qualified construction management firms, namely, Harris & Associates and Nova Partners.

Staff evaluated the proposals based on the following criteria: mandatory elements, experience, responsiveness, staffing, and price. Based on that evaluation criteria, the two firms were fairly comparable. Subsequent interviews were held with Finance Director Fil and Architect Mark Schatz of Field Paoli, and staff recommends Nova Partners to perform the work.

Approval of this action would engage Nova Partners to perform a limited scope of construction management services for Belmont's Library.

Fiscal Impact: Approval of this resolution will authorize the hiring of Nova Partners on the Belmont Library for the not to exceed sum of \$108,500, exclusive of reimbursables. The FY 2005 Budget has adequate funding available for this agreement.

Recommendation: Authorize the City Manager to approve the agreement with Nova Partners.

Alternatives: Pursue professional services agreement with another consultant or deny recommendation.

Attachments:

1. Scope of Work

Respectfully submitted,

Thomas E. Fil, Finance Director

Jere Kersnar, City Manager

RESOLUTION NO. _____

Resolution Approving Professional Services Agreement with Nova Partners, Inc. for Construction Management Services for the Belmont Library.

WHEREAS, The City of Belmont (“City”) desires to construct a public library; and

WHEREAS, the City seeks assistance from a construction management firm to perform consultant services in connection with library construction; and

WHEREAS, the City solicited a proposal for said services; and

WHEREAS, Nova Partners, Inc. responded to the City’s proposal for performing the required services;

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Belmont hereby authorizes the City Manager to execute a Professional Services Agreement in form approved by the City Attorney, with Nova Partners for a not to exceed sum of \$108,500 for professional fees, plus reimbursable expenses.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a meeting thereof held on June 22, 2004.

AYES, CITY COUNCIL: _____

NOES, CITY COUNCIL: _____

ABSENT, CITY COUNCIL _____

ABSTAIN, CITY COUNCIL _____

Clerk of the City of Belmont

APPROVED:

MAYOR of the City of Belmont