



CITY COUNCIL STAFF REPORT

DATE: April 16, 2014 CONSENT CALENDAR
SUBJECT: SPECIAL CHANGE ORDER AND CONTRACTING AUTHORITY FOR
THE DOWNTOWN REVITALIZATION PROJECT
FROM: David H. Ready, City Manager
BY: Special Projects Coordinator

SUMMARY

The proposed action would result in granting limited special Change Order or Contracting authority to the City Manager for the coordination of projects necessary to ensure the timely and/or safe completion of the Downtown Revitalization Project.

RECOMMENDATION:

Adopt Resolution No. _____, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, GRANTING THE CITY MANAGER LIMITED SPECIAL CHANGE ORDER AUTHORITY AND CONTRACTING AUTHORITY TO ENSURE THE TIMELY AND/OR SAFE COMPLETION OF THE DOWNTOWN REVITALIZATION PROJECT."

STAFF ANALYSIS:

The Downtown Revitalization Project is underway and with each passing day presents coordination issues for the City that must be handled in an expeditious manner to ensure the timely and/or safe completion of the project. Many of these coordination issues result in the City needing to carry out a public works task. If the City were to follow its normal procurement procedures to attempt to carry out this work the effort can be unduly delayed and it will not be in the best interest of public safety or the wellbeing of the City to follow the normal procurement processes.

A current example, last week work on the project required that a major portion of the surface parking located adjacent to Tahquitz Canyon Way be closed off leaving an urgent need for additional parking. Adjacent property on the SE corner of Cahuilla and

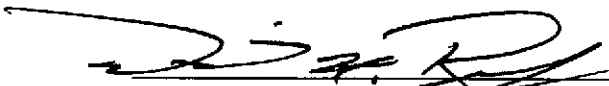
Tahquitz Canyon Way is available for development of a temporary parking lot. The City has a contractor working in the up-town area that is capable of performing this work and the contractor has been asked to provide a quote for these services. Once we have the quote, due to current change order procurement restrictions, this item would need to be agendaized for City Council action. This standard procedure adds several weeks to the process and would slow staff's ability to react to an urgent need.

The attached Resolution would grant limited special authority to the City Manager to approve Change Orders up to \$45,000 with contractors currently working for the City under previously approved competitively bid projects, or approve contracts up to \$45,000 with contractors currently under open Purchase Orders with the City or those registered with the City having performed similar work. Additionally, the City Manager would be granted authority to award informally bid projects up to \$100,000. All of the above limited special authority would only pertain to work related to the Downtown Revitalization Project and would require regular reporting to the City Council of any actions taken under the authority granted.

FISCAL IMPACT:

Funding for any work to be completed with this special authority would come from previously City Council approved budgeted accounts.


Allen Smoot, Special Projects


David H. Ready, City Manager

Attachment: Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALM SPRINGS, CALIFORNIA, GRANTING THE CITY MANAGER LIMITED SPECIAL CHANGE ORDER AUTHORITY AND CONTRACTING AUTHORITY TO ENSURE THE TIMELY AND/OR SAFE COMPLETION OF THE DOWNTOWN REVITALIZATION PROJECT.

WHEREAS, the City of Palm Springs is contractually obligated to do everything in its power to help ensure the timely completion of the Downtown Revitalization Project (The Project) as it is in the vital economic interest of the City to do so; and

WHEREAS, The Project is land locked within the center of the City which by its very nature adds to its complexity and difficulty of delivery; and

WHEREAS, during the two years of construction there will be numerous spur of the moment coordination requirements that result in the need to carry out temporary construction or other public works activities to ensure the timely completion as well as ensure the safety and wellbeing of the public; and

WHEREAS, if the normal City procurement procedures were followed, timely completion and the coordination of projects could be unduly burdened and/or delayed.

THE CITY COUNCIL OF THE CITY OF PALM SPRINGS DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Manager is hereby granted limited special authority to approve Change Orders and/or approve Contracts up to \$45,000 for work necessary to ensure the timely and/or safe completion of The Project under the following conditions:

- a) Change Orders may be approved with contractors currently carrying out work for the City that was awarded based on a competitively bid project.
- b) Contracts may be awarded to licensed contractors that currently have open purchase orders with the City or have registered with the City in its Buy Speed Procurement System and have previously performed work similar to that currently being contracted for.

SECTION 2. The City Manager is hereby granted limited special authority to award informally bid projects necessary to ensure the timely and/or safe completion of The Project up to \$100,000.

SECTION 3. The City Manager is hereby instructed to provide regular reporting to the City Council of all actions taken under the authority granted by this Resolution.

ADOPTED THIS 16th DAY OF APRIL, 2014.

DAVID H. READY, CITY MANAGER

ATTEST:

JAMES THOMPSON, CITY CLERK

CERTIFICATION

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE) ss.
CITY OF PALM SPRINGS)

I, JAMES THOMPSON, City Clerk of the City of Palm Springs, hereby certify that Resolution No. _____ is a full, true and correct copy, and was duly adopted at a regular meeting of the City Council of the City of Palm Springs on the 16th day of April, 2014, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

JAMES THOMPSON, CITY CLERK
City of Palm Springs, California