



CITY OF

NEWPORT BEACH

City Council Staff Report

August 26, 2025
Agenda Item No. 17

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Approval of On-Call Maintenance and Repair Services Agreement for On-Call Elevator Services with SmartRise Elevator Service, Inc.

ABSTRACT:

To reduce costs and ensure consistent services, the Public Works Department conducted a Request for Proposals (RFP) process to consolidate the maintenance of all City of Newport Beach owned elevators under a single agreement. Based on the proposals received, staff recommends awarding a five-year agreement to SmartRise Elevator Service, Inc. (SmartRise), for a total not-to-exceed amount of \$300,000.

RECOMMENDATIONS:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Approve a Maintenance and Repair Services Agreement with SmartRise Elevator Services, Inc., for On-Call Elevator Services for a five-year term and total amount not-to-exceed of \$300,000 and authorize the Mayor and City Clerk to execute the agreement.

DISCUSSION:

To capitalize on economies of scale, improve administrative and operational efficiency, and ensure consistent high-quality service levels across all departments, the Public Works Department conducted an RFP process to consolidate maintenance of all City-owned elevators under a single agreement. Based on the proposals received, staff recommends awarding a five-year agreement to SmartRise, for a total not-to-exceed amount of \$300,000.

Staff issued RFP No. 25-42 through the PlanetBids website on March 25, 2025, conducted a pre-bid meeting with six potential vendors to review the RFP and answer questions, and received proposals from all potential vendors by the April 17, 2025, due date.

Three staff members independently evaluated the proposals and assigned technical scores based on relevant experience and qualifications. Five proposals received the 70% minimum score necessary to qualify for cost proposal review. SmartRise received the highest technical, cost and overall score.

Proposer	Technical Score (70 Maximum)	Cost Score (30 Maximum)	Total Score (100)	Overall Rank
SmartRise Elevator Services, Inc.	65.67	27.63	93.30	1
Nouveau Elevator California	64.00	24.91	88.91	2
Pacific Coast Elevator Corporation DBA Amtech Elevator Services	63.33	22.31	85.64	3
Lifftech Elevator Services, Inc.	63.33	21.55	84.88	4
GMS Elevator Services, Inc.	57.67	26.69	84.36	5

SmartRise is a licensed C-11 elevator contractor and its submission included detailed plans for preventative maintenance, emergency service response, quality assurance, and safety protocols. SmartRise currently services similar public-sector clients, including the City of Hermosa Beach, City of Alhambra, Los Angeles County, and major clients like Northrop Grumman and The Atrium in Irvine. Its team includes experienced professionals with a proven track record in elevator maintenance and modernization services across government and institutional clients.

The City relies on regular elevator maintenance to ensure safe and uninterrupted use of elevator systems across multiple municipal buildings, including the Police Department, the Central Library, the Civic Center parking structure and City Hall.

FISCAL IMPACT:

The adopted budget includes sufficient funding for this agreement. The Police Department elevator services will be expensed to the Maintenance & Repair Account in the Police Department, 01035352-851016, and the remainder of the agreement will be expensed to the Maintenance & Repair Account and Services Contract Account in the Public Works Department, Account Nos. 0108041-851016 and 0108041-811017.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENT:

Attachment A – On-Call Maintenance and Repair Services Agreement