



# NEWPORT BEACH

## City Council Staff Report

July 23, 2024  
Agenda Item No. 7

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** David A. Webb, Public Works Director - 949-644-3311,  
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**TITLE:** Award of Maintenance and Repair Agreement with Meyers  
Construction Co. LLC for On-Call Facilities Maintenance Support  
Services

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### **ABSTRACT:**

The Public Works Department is responsible for maintenance and repair of City of Newport Beach buildings and facilities, including restrooms at City parks and beaches. With the addition of several new buildings and an expanding scope of operations, there is a need to hire external building maintenance contractors to assist City staff with maintenance and repairs. Therefore, staff prepared and published a Request for Proposals (RFP) for On-Call Facilities Maintenance Support Services. With the completion of the RFP selection process, staff recommends awarding an agreement with Meyers Construction Co. LLC (Meyers Construction) for a three-year term and a total not-to-exceed cost of \$500,000.

### **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 Meyers Construction Co. LLC for On-Call Facilities Maintenance Support Services for a three-year term and a not-to-exceed amount of \$500,000, and authorize the Mayor and City Clerk to execute the agreement.

### **DISCUSSION:**

With an in-house staff consisting of one supervisor, a crew chief, and five facilities maintenance technicians, and utilizing the services of various on-call contractors (electricians, plumbers, HVAC personal and other trades and services companies), the Public Works Department maintains City-owned facilities, including the Civic Center, Corporation and Utilities Yards, Back Bay Science Center, and public restrooms. Currently there are approximately 100 structures utilized by the City and the public that require regular maintenance and upkeep.

Facilities maintenance crews manage this work by dividing the city into four geographic zones as follows:

- Zone 1 - facilities South of Coast Highway
- Zone 2 - facilities North of Coast Highway and West of Jamboree
- Zone 3 - facilities North of Coast Highway and East of Jamboree
- Zone 4 - the Civic Center and Central Library

Crew members visit sites within assigned zones daily to carry out routine inspections that include oversight of janitorial services, proper function of lighting, security systems, gates and doors, elevator operations, furniture and office equipment, plumbing fixtures, pest control, heating, ventilation and air conditioning (HVAC) operations, as well as to address service requests. Beach and park restrooms, community centers, and libraries experience frequent public use and require much more attention, especially during the summer months. Other related operations include supporting the Recreation, Library, Police and Fire Departments with facility-related maintenance and repairs.

The City recently added additional buildings and facilities to its inventory including the Junior Lifeguard Headquarters, Newport Beach Animal Shelter, and the soon-to-be-completed Trash Interceptor and the Library Lecture Hall. Currently the scope of operations for facility maintenance and repairs has grown beyond the ability of current staff to manage and the new buildings coming online will further compound the demand.

To address these challenges, staff recommends adding an on-call agreement with a building maintenance contractor. These contractors typically bring specialized skills and experience without the additional cost of training or equipment. This approach provides immediate manpower. Supplementing in-house staff with contractors can be a cost-effective way to quickly increase staffing levels and meet the needs of expanding operations, while allowing staff time to evaluate the scale of operations, future expansion, and the need for permanent employees. Ideally, contract staff could work up to 40 hours per week performing regular maintenance and urgent repairs in the same manner as the City's in-house staff.

To identify qualified contractors to perform this work, staff prepared and issued a Request for Proposals (RFP 24-32) for On-Call Facilities Maintenance and Support Services. In addition, staff facilitated a pre-bid meeting on April 4, 2024 at the City Corporation Yard. Potential bidders from seven firms attended. Staff reviewed the RFP, including the scope of services and cost file, with attendees and answered questions related to the project. In response to the RFP, proposers were asked to elaborate upon their experience and qualifications in performing building facility maintenance, as well as provide a description of specialized equipment and tools owned by proposers to be utilized for the scope of work, and their methodology for performing this work.

The RFP yielded five responses; however, two firms did not submit the documents required to assess their technical capabilities. Consequently, with technical scores below the 70% of the maximum, these firms did not advance in the evaluation process. The three remaining proposals were evaluated by a panel consisting of staff from the City’s Public Works, Recreation and Utilities Departments.

The basis to evaluate technical scores focused on experience, ability to provide services, and relevant qualifications. Staff from the Public Works Department performed the cost evaluation and the basis used for the pricing comparison was the stated hourly rate from each proposer. Meyers Construction proposed an hourly rate of \$80, whereas Amtek Construction proposed an hourly rate of \$147, and Carmody Construction proposed an hourly rate of \$165. Meyers Construction received the highest overall score. The results of this review process (shown on the table below) found Meyers Construction to be the most qualified firm for this project.

| <b>PROPOSER</b>      | <b>TECHNICAL SCORE<br/>(MAX 60)</b> | <b>COST SCORE<br/>(MAX 40)<br/>(HOURLY RATE)</b> | <b>TOTAL SCORE<br/>(MAX 100)</b> | <b>OVERALL RANK</b> |
|----------------------|-------------------------------------|--------------------------------------------------|----------------------------------|---------------------|
| Meyers Construction  | 51.33                               | 38.38<br>(\$80)                                  | 89.71                            | 1                   |
| Amtek Construction   | 55                                  | 30.96<br>(\$147)                                 | 85.96                            | 2                   |
| Carmody Construction | 49.33                               | 23.45<br>(\$165)                                 | 72.78                            | 3                   |

Based upon the hourly rate of \$80 and 2,080 maximum hours of annual labor per year, staff estimates the annual cost of an agreement with Meyers Construction to be \$166,000. Following this evaluation process staff recommends award of a three-year Maintenance and Repair Services agreement with Meyers Construction for On-Call Facilities Maintenance and Support Services for a total not-to-exceed amount of \$500,000.

**FISCAL IMPACT:**

The adopted budget includes sufficient funding for this service contract. It will be expensed in the Public Works Department, Facility Maintenance and Repair account, 0108041-851016, and the Back Bay Science Center Building Maintenance and Repair account, 0108041-851031.

**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 – Maintenance and Repair Agreement