



# City of Prineville

## STAFF REPORT

**Date:** December 12, 2017  
**To:** Prineville City Council  
**From:** Lori Ontko, Procurement/Contract Administrator

**Staff Report:** Intent to Award “**Personal Services Contract to ZCS Engineering for the Design and Engineering Services for the Seismic Upgrade of the Prineville Police Station**”

The City has received a grant for seismic rehabilitation to the Prineville Police Station from Infrastructure Finance Authority (“IFA”) through its IFA Seismic Grant Program. The grant program is funded by Business Oregon, an Oregon State Agency. The City needs to enter into a personal services contract with a contractor for design and supervision of construction for that seismic rehabilitation.

City staff believes when ZCS’s experience, expertise and ability to complete the work are applied to the criteria found in City Resolution #1266, ZCS should be awarded the contract for engineering and contract administration for the seismic upgrade to the police station.

Following are the facts that show ZCS has met the criteria set out in City Resolution #1266 and should be awarded the contract to design and supervise construction for the seismic rehabilitation of the police station.

1. Total cost to the City for delivery of services. \$184,300.00
2. Expertise of the contractor in the required area of specialty. According to ZCS, in 2017 they have completed 25 similar seismic renovation projects through design and construction which were funded by the IFA Seismic Grant Program. Over the 10 years the grant program has been in effect, ZCS has completed the design and construction of 50 seismic rehabilitation projects throughout the state of Oregon funded by the IFA Seismic Grant Program. Of these projects, ZCS has either completed or is currently designing 11 Fire and/or Police Station seismic renovation projects. Through these projects ZCS personnel have learned valuable lessons and gained specialized knowledge regarding seismic renovations.
3. Reference of regarding prior work done by the contractor. City staff has contacted 3 school districts and 2 police departments for which ZCS had completed seismic renovation projects. The school districts were Silver Falls School District, Lincoln County School District, Grants Pass School District, and the Police Departments were Klamath Falls Police Department and Medford Police Department. All the references were positive.
4. Capacity and capable to perform the work including any specialized services within the time limitations for the work. It appears ZCS specializes in seismic renovation

projects. According to ZCS they currently have approximately 28 engineering staff with 3 registered structural engineers and 5 registered engineers. They also have 1 registered architect supervising a staff of 3 that are familiar with building renovations and to assist having the renovation completed without changing the look of the building being remodeled.

5. Educational and professional records, including past records of performance on contracts with governmental agencies and private parties with respect to cost control, quality of work, ability in schedules, and contract administration, where applicable. In the five references city staff contacted, ZCS was given high marks for cost control, quality of work, working within timelines and administering renovation contracts.

6. Availability to perform the assignment and familiarity with the area in which the specific work is located. ZCS representatives have inspected the police station on two occasions. ZCS has indicated to city staff that they are available immediately to begin work on the project.

7. Timeliness of delivery of service. All references reported to the city staff that ZCS delivered their services in a timely manner.

8. Experience in working with the City. ZCS had the one contract with the City relating to the police station and the City applying for the rehabilitation grant. That relationship was positive.

9. Knowledge of City's needs and desires related to the Contract. Because of ZCS's work for the City in inspecting and evaluating the police station and making recommendations for seismic rehabilitation of the police station, ZCS has knowledge of City's needs and desires related to this contract.

**Staff Recommendation:**

Based upon the above facts and because ZCS is already familiar with the recommended retrofits to the City Police Station, City staff recommends the City enter into a contract for the design of seismic rehabilitation of the City Police Station and to supervise construction of such rehabilitation.