

**DEPARTMENT OF PUBLIC UTILITIES
FISCAL – CAPITAL IMPROVEMENTS SECTION
REQUEST FOR CIP LEGISLATION FORM**

DATE SUBMITTED TO FISCAL: 3/22/17 PROJECT ENGINEER: Monica Powell

**PROJECT NAME: SCP 02CF COMPOST Administration Building Roof Renovation
CIP #:650234-100005 \$: 159,348.00**

VENDOR NAME: General Maintenance & Engineering Company CT / TSS NO. SCP 02CF

TYPE: Engineering Agreement: _____ Engineering Agreement Modification: _____
Construction Contract: X _____ Construction Contract Modification: _____
Guaranteed Maximum Cost Agreement: _____ Reimbursement: _____
Waive Competitive Bidding Provisions:* _____ Other: _____

DESIGNATION: Emergency _____ 30-Day X _____

JUSTIFICATION FOR EMERGENCY DESIGNATION:

OTHER DIVISION/AGENCIES PARTICIPATING:

(Provide project name, amount and contact information)

BACKGROUND

NEED: COMPOST ADM Building roof is experiencing numerous failures/ leaks. In order to protect the existing structure, and components housed within, roof renovations are required.

BID INFORMATION:

See SCP 02CF Director's Legislation Information Sheet (9-8-14)

RFSQ & RFP INFORMATION (Engineering Only):

- 1) What companies sent in an RFSQ and when were they received?
- 2) When were the RFP's received?
- 3) State the scoring criteria and how the recommended bidder was determined?

NOTES & OTHER INFORMATION:

In addition to submitting this form, attach the following:

Construction Contracts

- Electronic Director's Information Sheet
- Electronic Map (if not Citywide or Plant Project)
- 5 blank books (6 if joint project with another City agency)
- Electronic Bid Tabulation (if not prepared by Fiscal)
- Electronic Quality Factor Form (if not prepared by Fiscal)
- Electronic Bid Waiver (if applicable)*

Engineering Agreements

- Electronic Director's Information Sheet
- Electronic Map
- Electronic Engineering Agreement
(Including **APPENDICES** for Time Schedule, Labor Hours, Cost Summary, Maximum Rates and Design/Maps)
- Electronic Bid Waiver (if applicable)*