



Office of the City Manager

CONSENT CALENDAR
September 12, 2023

To: Honorable Mayor and Members of the City Council
 From: Dee Williams-Ridley, City Manager
 Submitted by: David Sprague, Fire Chief
 Subject: Contract: Swifthawk LLC for Project Management & Consulting

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with Swifthawk, LLC (Contractor) to provide project management and consulting services for the Fire Department (Department) from August 7, 2023 to August 31, 2025 in an amount not to exceed \$600,000.

FISCAL IMPACTS OF RECOMMENDATION

The term of this contract ran from August 7, 2023 to August 31, 2025 in the amount not to exceed \$600,000. Funding for this contract are from Measure FF.

CURRENT SITUATION AND ITS EFFECTS

Due to unforeseen and sudden challenges with the original contracted vendor, these services will be transferred to Swifthawk, LLC. The original contract has been an invaluable resource to the Department. The project management and consulting support has made it possible for the Department to launch the FireSafe Berkeley program, improve recruitment strategies, engage in the dispatch needs analysis, apply for multiple grants to support staffing, wildfire prevention and employee health, and engage in a variety of other high-profile projects and programs. The Department is in the midst of a number of large project roll-outs that are running in parallel to one another and the continued project management and consulting support from this contract is critical to success.

BACKGROUND

The Department worked with General Services to release Specification No. 21-11457-C for Fire Department Project Management & Consulting on May 20, 2021 with proposals due on June 22, 2021. Although there were six vendors that attended the question and answer meeting, the City did not receive any responses. Because of the scope and timelines associated with the Department's re-design work, and due to a lack of proposals from the RFP process, the Department requested General Services and City Manager approval for a waiver of competition, which was approved on September 3, 2021. On December 14, 2021, Council adopted Resolution No. 70,151–N.S.,

authorizing the City Manager to execute a contract and any amendments with Ganey Science for Project Management & Consulting. Due to unforeseen circumstances that were not predicted by Ganey Science or the Department, Ganey is unable to continue to deliver a majority of the required scope of work and has agreed that Swifthawk, LLC will assume a majority of the work for the duration of the contract term.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects or opportunities associated with the action requested in this report.

RATIONALE FOR RECOMMENDATION

The City conducted a competitive bid process and received no responses. The Department has a critical business and operational need for this type of expertise and support. The current contractor is no longer able to provide these services.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

David Sprague, Fire Chief, (510) 981-3473

RESOLUTION NO. ##,###-N.S.

CONTRACT: SWIFTHAWK LLC FOR PROJECT MANAGEMENT & CONSULTING

WHEREAS, the City released Specification No. 21-11457-C for Fire Department Project Management & Consulting on May 20, 2021 with proposals due on June 22, 2021, and

WHEREAS, although there were six vendors that attended the question and answer meeting, the City did not receive any responses, and

WHEREAS, because of the scope and timelines associated with the Department's re-design work, and due to a lack of proposals from the RFP process, the Department requested General Services and City Manager approval for a waiver of competition, which was approved on September 3, 2021, and

WHEREAS, on December 14, 2021, Council adopted Resolution No. 70,151–N.S., authorizing the City Manager to execute a contract and any amendments with Ganey Science for Project Management & Consulting, and

WHEREAS, due to unforeseen and sudden challenges with the original contracted vendor, these services will be transferred to Swifthawk, LLC.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley adopt a Resolution authorizing the City Manager to execute a contract and any amendments with Swifthawk, LLC to provide project management and consulting services for the Fire Department from August 7, 2023 to August 31, 2025 in an amount not to exceed \$600,000.

