



City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: Community Services

Meeting Date: June 3, 2024

Report #:2403-2793

TITLE

Approval of General Services Contract No. C24190163 with Musson Theatrical in a Total Not-to Exceed Amount for \$101,927 for the Refurbishing of the Stage Rigging System at Lucie Stern Community Theatre; CEQA status – categorically exempt (Regulation 15301).

RECOMMENDATION

Staff recommends that the City Council approve and authorize the City Manager or their designee to execute Contract No. C24190163 (Attachment A) with Musson Theatrical to refurbish the stage rigging system at Lucie Stern Community Theatre for a term of 81 days and a total not-to-exceed amount of \$101,927.

BACKGROUND

The Lucie Stern Community Theatre is a historic building built in 1932 and has been renovated and expanded over the years. The original rigging system for the theater stage was initially installed in 1981 and includes a fire curtain and 24 counterweight sets in the fly house. All counterweight sets are installed on a T-bar guide wall with an upright head and loft block configuration. During a professional inspection in 2019, it was recommended to refurbish line sets one through ten based on wear and tear of the components of those systems.

The contractor will refurbish line sets one through ten of the Lucie Stern's counterweight fly system and return the system to proper operating condition following the work. The project window for completion is May 13, 2024, through August 2, 2024, to coincide with the theater seat replacement project.

ANALYSIS

On Monday, February 12, 2024, a request for proposals (RFP) was posted on OpenGov through the City's eProcurement platform and 2,945 service providers were notified. The solicitation period closed on March 6, 2024, and a total of 13 service providers downloaded the RFP package. The Community Services Department received one response from Musson Theatrical.

Table #1: Summary of Request for Proposal	
Bid Name/ Number	Theater Rigging Refurbishment (RFP190163)
Number of Contractors Notified	2,945
Number of Proposal Packages Downloaded	13
Total Days to Respond to Proposal	33
Number of Proposals Received	1
Public Link to Solicitation	https://procurement.opengov.com/governments/650/projects/77367/builder
Bid Price Range	\$101,927

Staff reviewed Musson Theatrical’s proposal and determined it responsive. The proposal was evaluated on pre-determined criteria which included:

1. Quality and completeness of proposal
2. Quality, performance and effectiveness of the solution, goods and/or services to be provided by the Proposer
3. Consultant or contractor’s experience, including the experience of staff to be assigned to the project, with engagements of similar scope and complexity
4. Proposed cost to the City
5. Consultant or contractor’s financial condition and stability
6. Consultant or contractor’s ability to perform the contract within the time specified
7. Consultant or contractor’s compliance with applicable laws, regulations, policies (including city policies), guidelines and orders governing prior or existing contracts performed by the consultant or contractor

Although only one proposal was received, staff are satisfied with the scope and cost of the proposal. Musson Theatrical was awarded the contract because of the quality and effectiveness of their services, the experience of their staff, and their prior record of performance with the City. In addition, Musson’s proposal is approximately \$15,000 under budget.

Staff verified Musson Theatrical’s status with the Contractor’s State License Board. Staff also have been satisfied with Musson Theatrical on various projects for the Lucie Stern Community Theatre, Children’s Theatre, and Cubberley Community Theatre.

Work under the contract will be performed through the project window May 13, 2024, through August 2, 2024.

FISCAL/RESOURCE IMPACT

Funding for this contract is available in the Fiscal Year 2024 Adopted Capital Improvement Program (AC-24000).

STAKEHOLDER ENGAGEMENT

This project is part of the Community Service's Capital Improvement Program funded by Palo Alto. The open meetings on the budget process serve as the main vehicle for engaging the community on projects such as this. Community outreach was not deemed necessary.

ENVIRONMENTAL REVIEW

This amendment is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to section 15301 (installation of small new equipment) of the CEQA guidelines.

ATTACHMENTS

Attachment A: Musson Theatrical Contract C24190163

APPROVED BY:

Kristen O'Kane, Community Services Director