



Office of the City Manager

CONSENT CALENDAR  
November 21, 2023

To: Honorable Mayor and Members of the City Council  
 From: Dee Williams-Ridley, City Manager  
 Submitted by: LaTanya Bellow, Interim Director, Public Works  
 Subject: Contract: Mercury Associates, Inc. for Fleet Replacement/Maintenance Study and Consulting Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a contract and any amendments with Mercury Associates, Inc. to complete a fleet assessment, right sizing study, and fleet consulting services for a total amount not to exceed \$125,000 for the contract period of December 1, 2023 through December 30, 2026.

FISCAL IMPACTS OF RECOMMENDATION

Funding is available in FY2024 budgets of Fund 671 Equipment Replacement Fund in the amount of \$62,500 and Fund 672 Equipment Maintenance Fund in the amount of \$62,500.

CURRENT SITUATION AND ITS EFFECTS

The Public Works' Equipment Maintenance Division needs a consultant to perform a comprehensive analysis of the fleet and all of its current practices, policies and procedures related to vehicle replacement, usage, size, and vehicle standardization. The consulting services will include evaluating the current processes and policies, assist the City with implementing AssetWorks (the new work order and equipment asset management software) after it is implemented in January of 2024, and provide ongoing training to staff on how to utilize the system for maximum effectiveness.

Additionally, authorization of this contract will support management implementation of the recommendations outlined in the *Fleet Replacement Fund Short Millions Audit Report*:

*Recommendation 1.2: Conduct an analysis of the City's current fleet and determine the optimal fleet size to provide services efficiently and effectively. This analysis should include fleet units identified as reserve, backup, and "pool" vehicles. The outcome of the analysis should be a plan to achieve and provide funding for the optimal fleet size.*

This contract supports the Strategic Plan Priority of advancing our goal of providing state-of-the-art, well-maintained infrastructure, amenities, and facilities.

BACKGROUND

The Department worked with General Services to release a Request for Proposals - Specification No. 22-11496 on May 3, 2022 for an Equipment Maintenance/Fleet Study. Two vendors responded, and Mercury Associates, Inc. was selected as the most responsive and responsible vendor.

Since the release of the request for proposals, the Equipment Maintenance Division has been working closely with the Information Technology Department and AssetWorks on the implementation resulting in the need for additional consulting services which will be provided by this contract.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are potential impacts to environmental sustainability and climate impacts that will be clarified by the fleet right sizing assessment which may reduce the number of overall fleet vehicles. The assessment will also support the overall fleet transition away from fossil fuels to electricity, and may recommend the purchase of alternative vehicle types such as electric bikes.

RATIONALE FOR RECOMMENDATION

The City conducted a competitive procurement process and selected the most responsive and responsible vendor. The Department has a critical business and operational need for these consulting services.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Joy Brown, Operations Manager, Public Works, 510-981-6629  
Greg Ellington, Equipment Maintenance Superintendent, Public Works, 510-981-6469  
Sean O'Shea, Administrative and Fiscal Manager, Public Works, 510-981-6306

Attachment:  
1: Resolution

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

CONTRACT: MERCURY ASSOCIATES, INC. FOR FLEET  
REPLACEMENT/MAINTENANCE STUDY AND CONSULTING SERVICES

WHEREAS, the City released Specification No. 22-11496 on May 3, 2022 for an Equipment Maintenance /Fleet Study; and

WHEREAS, two vendors responded, and Mercury Associates, Inc. was found to be the most responsive and responsible bidder; and

WHEREAS, the Public Works Equipment Maintenance Division requires consulting services to perform a comprehensive analysis of the fleet, policies and procedures related to vehicle replacement, usage, size, and vehicle standardization.

WHEREAS, Mercury Associates, Inc. will also provide as needed fleet consulting services including best utilization of AssetWorks; and

WHEREAS, funding for FY2024 is available in Equipment Replacement Fund 671 and Equipment Replacement Fund 672.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City of Berkeley adopt a Resolution authorizing the City Manager to execute a contract and any amendments with Mercury Associates, Inc. to provide fleet replacement/equipment maintenance study and consulting services from December 1, 2023 through December 30, 2026 in an amount not to exceed \$125,000.

