TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: PUBLIC WORKS
DATE: JANUARY 18, 2005 CMR:128:05

SUBJECT: APPROVAL OF A BUDGET AMENDMENT ORDINANCE TOTALLING $335,000 AND AWARD OF CONTRACT WITH COAST SIDE ASSOCIATES IN THE AMOUNT OF $306,975 FOR LUCIE STERN CENTER IMPROVEMENTS - CAPITAL IMPROVEMENT PROGRAM PROJECT PF- 01005

RECOMMENDATION
Staff recommends that Council:

1. Approve the attached Budget Amendment Ordinance (BAO) in the amount of $335,000 (Attachment A) to provide an additional appropriation for Lucie Stern Center Improvements, Capital Improvement Program Project PF – 01005 (Attachment B).

2. Approve and authorize the City Manager to execute the attached contract with Coast Side Associates (Attachment C) in the amount of $306,975 for Lucie Stern Center Improvements - Capital Improvement Program Project PF- 01005.

3. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with Coast Side Associates for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed $46,025.

BACKGROUND
The work to be performed under the contract includes increasing the electrical service to the building, replacement of selected electrical panels, additional electrical circuits and outlets to meet user needs, accessibility upgrades to the women’s and men’s restrooms, installation of handrails on sloping corridor ramps, providing automatic door opener at entrance to building, accessibility upgrades to the reception counter, and carpet replacement in selected areas.

DISCUSSION
In Fiscal Year 2004-05, $266,891 was returned to the Infrastructure Reserve for Lucie Stern Center Improvements as it was not certain that the project would be ready for construction during the year. Since that time, design was completed and the project was bid for construction on November 16, 2004. Following is a summary of the bid results:
Bid Process
A notice inviting formal bids for the Lucie Stern Center Improvements project was posted at City Hall and sent to four contractors and six builder's exchanges on October 25, 2004. The bidding period was 21 days. A pre-bid meeting was held on November 4, 2004; four bidders attended the meeting. Bids were received from four qualified contractors on November 16, 2004, as listed on the attached bid summary (Attachment D). Bids ranged from a high of $421,600 to a low bid of $304,011.

Summary of Bid Process

<table>
<thead>
<tr>
<th>Bid Name/Number</th>
<th>Lucie Stern Community Center Improvements IFB 109422</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Length of Project</td>
<td>4 months</td>
</tr>
<tr>
<td>Number of Bids Mailed to Contractors</td>
<td>4</td>
</tr>
<tr>
<td>Number of Bids Mailed to Builder’s Exchanges</td>
<td>6</td>
</tr>
<tr>
<td>Total Days to Respond to Bid</td>
<td>21</td>
</tr>
<tr>
<td>Pre-Bid Meeting?</td>
<td>Yes</td>
</tr>
<tr>
<td>Number of Company Attendees at Pre-Bid Meeting</td>
<td>5</td>
</tr>
<tr>
<td>Number of Bids Received:</td>
<td>4</td>
</tr>
<tr>
<td>Bid Price Range</td>
<td>$304,011 to $421,600</td>
</tr>
</tbody>
</table>

*Bid summary provided in Attachment D.

Staff has reviewed all bids submitted and recommends that the base bid of $304,011 plus Add Alternate #1 of $2,964, to provide and service two temporary toilets, submitted by Coast Side Associates be accepted and that Coast Side Associates be declared the lowest responsible bidder. The bid is 34 percent below the engineer's estimate of $408,000. The change order amount of $46,025 which equals fifteen percent of the total contract is requested due to the age of the facility and lack of adequate documentation of existing conditions which may be discovered during construction and impact the project.

Staff confirmed with the Contractor's State License Board that the contractor has an active license on file. Staff checked references supplied by the contractor for previous work performed and found no significant complaints. The Certification of Non Discrimination is Attachment E.

RESOURCE IMPACT
On May 18, 2004, Council approved a BAO for City Manager Report (273:04) in the amount of $4,170,957. This BAO returned unspent CIP balances to the Infrastructure Reserve. This CIP project PF – 01005 was one of the CIP projects with a balance returned to the Infrastructure Reserve (Attachment F).

The attached BAO will transfer $335,000 from the Infrastructure Reserve to this project. This is a one-time expense and no future year resource needs are anticipated as a result of this BAO.
POLICY IMPLICATIONS
This recommendation does not represent any change to existing City policies.

ENVIRONMENTAL REVIEW
This project is categorically exempt from California Environmental Quality Act under Section 15301 as an alteration to an existing facility, and no further environmental review is necessary.

PROJECT REVIEW
1. This project was initially budgeted in 2000-01.
2. This project does not contain any elements requiring review by boards or commissions.
3. This project has been coordinated between the Utilities Department, Planning Department and the Public Works Department.

ATTACHMENTS
Attachment A: Budget Amendment Ordinance (with BAOs Impacting Infrastructure Reserve Approved-To-Date in 2004-05)
Attachment B: CIP Description Page
Attachment C: Contract
Attachment D: Bid Summary
Attachment E: Certification of Non-Discrimination
Attachment F: Schedule of CIP Project Balances to Return to their Respective Reserves

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