TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: PUBLIC WORKS
DATE: NOVEMBER 10, 2008 CMR: 435:08
REPORT TYPE: CONSENT
SUBJECT: Approval of a Contract with IMR Contractor Corporation in the amount of $234,500 for the Animal Placement Center (Animal Services Center) Maintenance and Accessibility Renovations General Construction Services - Capital Improvement Program Project PE – 04014

RECOMMENDATION
Staff recommends that Council:

1. Approve and authorize the City Manager or his designee to execute the attached contract with IMR Contractor Corporation in the amount of $234,500 for Animal Placement Center (Animal Services Center) Maintenance and Accessibility Renovations General Construction Services - Capital Improvement Program Project PE-04014.

2. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with IMR Contractor Corporation for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed $23,500.

BACKGROUND
The Animal Services Center at 3281 East Bayshore Road was built in 1972. Since the time of construction, a few minor changes have been made to the original design. These changes were an effort to accommodate changes in the way business is conducted, to handle an increase in animals, new services, and changes in legal requirements. Some of these changes included the construction of an isolation building and euthanasia room in 1985, a front office remodel in 1987, and the addition of a volunteer center/meeting room in 1990.

Since 1993, the City of Palo Alto has provided regional animal control and sheltering services to Los Altos, Los Altos Hills and Mountain View. On December 15, 2003, Council approved 10-year service agreements with Los Altos, Los Altos Hills and Mountain View and a 20-year service agreement with the City of Sunnyvale. The service agreement distributes operational costs among the participating Cities reducing the operating costs. In order to accommodate the additional need to house and treat the increased number of animals from Sunnyvale, plans were developed to expand the administrative area of the shelter. The four other cities agreed to share in the cost of the shelter design and construction.
Renovation and expansion work was bid on three separate occasions. Due to the bid amounts exceeding the budget on all three occasions, the contract was not awarded. Sunnyvale has since decided not to contract for Palo Alto services. A study is currently in process regarding relocation and construction of a new Animal Placement Center to accommodate redevelopment of the existing site for private business and economic development goals. However, there is significant deterioration of the buildings and the need to repair certain portions of the existing buildings has become urgent in order to deal with health and safety issues in the short term, even prior to potential relocation of the facility.

**DISCUSSION**

**Project Description**

The Animal Placement Center (Animal Services Center) is in poor condition, and does not meet current ADA code. The work under this project addresses immediate needs to keep the facility operational until a new facility can be constructed or major renovation can be accomplished. This project will bring the facility up to current accessibility standards, address dry rot and structural issues, which are affecting the integrity and safety of the buildings, replace roofs, which are currently leaking, and replace mechanical systems that are far beyond their useful lives.

The renovation work at the Animal Services Center will be completed under three separate contracts: General Construction, Mechanical, and Roofing. This contract award is for the General Construction. The other two contracts fall within the City Manager’s contracting authority and are being awarded concurrently with the award of this contract. The work of all three contracts will occur simultaneously and be managed by City staff. The construction is scheduled to begin November 2008 with completion in February 2009.

**Bid Process**

A notice inviting formal bids for the Animal Placement Center Maintenance and Accessibility Renovations project was posted at City Hall and sent to 10 contractors and four builder's exchanges on September 24, 2008. The bidding period was 19 days. Bids were received from five qualified contractors on October 14, 2008, as listed on the attached bid summary (Attachment B).

**Summary of Bid Process**

<table>
<thead>
<tr>
<th>Bid Name/Number</th>
<th>Animal Placement Center Maintenance &amp; Accessibility Renovations – IFB # 128840</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Length of Project</td>
<td>60 calendar days</td>
</tr>
<tr>
<td>Number of Bids Mailed to Contractors</td>
<td>10</td>
</tr>
<tr>
<td>Number of Bids Mailed to Builder’s Exchanges</td>
<td>4</td>
</tr>
<tr>
<td>Total Days to Respond to Bid</td>
<td>19</td>
</tr>
<tr>
<td>Pre-Bid Meeting</td>
<td>September 30, 2008</td>
</tr>
<tr>
<td>Number of Company Attendees at Pre-Bid Meeting</td>
<td>11</td>
</tr>
<tr>
<td>Number of Bids Received</td>
<td>5</td>
</tr>
<tr>
<td>Bid Price Range – General Construction</td>
<td>From high of $393,000 to a low bid of $234,500</td>
</tr>
</tbody>
</table>

*Bid summary provided in Attachment B.*
Staff reviewed all bids submitted for this project and recommends that the bid of $234,500 submitted by IMR Construction Corporation be accepted and that IMR Construction Corporation be declared the lowest responsible bidder. The bid is 10 percent above the engineer's estimate of $210,000. The change order amount of $23,500, which equals 10 percent of the total contract, is requested for unforeseen conditions which may be discovered during construction.

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

**RESOURCE IMPACT**
Funds for this project are available in Capital Improvement Program Project PE-04014 – Animal Placement Center Maintenance and Accessibility Renovations. City staff have previously met with staff from the partner agencies who indicated conceptual approval of some cost sharing. Staff will continue to work with the partner agencies on a formal cost sharing agreement even as the project proceeds on an urgent basis for health and safety reasons.

**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.

**ATTACHMENTS**
Attachment A: Contract for Animal Services Center Maintenance & Accessibility Renovations
Attachment B: Bid Summary
Attachment C: Certification of Nondiscrimination

**PREPARED BY:**
DENNIS HUEBNER
Supervisor, Facilities Management

**DEPARTMENT HEAD:**
GLENN ROBERTS
Director of Public Works

**CITY MANAGER APPROVAL:**
JAMES KEENE
City Manager