TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER DEPARTMENT: PUBLIC WORKS

DATE: AUGUST 5, 2002 CMR:363:02

SUBJECT: AWARD OF CONTRACT IN THE AMOUNT OF $825,312 TO NOVO CONSTRUCTION FOR THE ELECTRICAL AND MECHANICAL UPGRADE TO THE COMPUTER AND POLICE COMMUNICATIONS EQUIPMENT ROOM – CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECT 10027 AND CIVIC CENTER INFRASTRUCTURE UPGRADES - CIP PROJECT 10102

RECOMMENDATION
Staff recommends that Council:

1. Approve and authorize the Mayor to execute the attached contract with Novo Construction in the amount of $825,312 for the Data Management Project – CIP 10027 and Civic Center Infrastructure Upgrades - CIP 10102.

2. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with Novo Construction for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed $83,000.

DISCUSSION
Project Description
The project provides for expansion of the second floor computer room and electrical service and distribution upgrades. Mechanical and electrical upgrades to the Level A Communications area will also be accomplished with this project.

The project will provide improved emergency power service to the Communications area with all equipment circuits supported by an Uninterruptible Power Supply (UPS), and both emergency generators. The computer server system for the Communications Center will be relocated from the 2nd floor to Level A in order to provide consistent and redundant emergency power for all equipment serving this area. New transfer switches will be installed that allow for the automatic transfer of loads from the Communications generator to the building generator in case of equipment failure. This provides improved response of backup systems in the event of emergency power loss. The mechanical system that serves the Communications area will also be replaced and will now have emergency backup power.
The computer room will be expanded to accommodate existing equipment, equipment relocated from the Utilities 3rd floor computer room, and future expansion. The electrical service and distribution wiring in the computer room will be replaced and upgraded. New UPS systems will be provided.

**Bid Process**

A notice inviting formal bids for the Data Management Project was sent on June 10, 2002 to four builders’ exchanges and eight contractors. The bidding period was 29 days. A pre-bid meeting was held on June 25, 2002; seven bidders attended the meeting. Two bids were received on July 9, 2002, as listed on the attached bid summary (Attachment B). The bid of Sasco Electric in the amount of $731,170 was deemed non-responsive due to it not meeting the licensing requirements specified in the bid. As a result, Novo Construction was deemed the lowest responsible bidder in the amount of $825,312, consisting of the base bid amount of $782,984 and Add Alternate D-1, to increase 911 CAD center UPS capacity to an additional 30 minutes, in the amount of $42,328. Contractors not responding indicated that they did not submit a bid because they were busy with other projects.

Staff has reviewed all bids submitted and recommends that the bid of $782,984 submitted by Novo Construction be accepted and that Novo Construction be declared the lowest responsible bidder. The bid is 35 percent above the engineer’s estimate of $578,000 for the base bid amount. Staff recommends award of Add Alternate D-1 which provides for increased UPS capacity for the Communication Center to 40 minutes. The change order amount of $83,000, which equals ten percent of the total contract, is requested for unforeseen conditions.

Staff checked references supplied by the contractor for previous work performed and found no complaints. Staff also checked with the Contractor’s State License Board and found that the contractor has an active license on file.

**RESOURCE IMPACT**

In 1999, the Information Technology Division developed a long term strategic plan that called for the consolidation of computer systems to the second floor computer room. At approximately the same time, the Police Department was required to upgrade its 911 phone equipment and Computer Aided Dispatch (CAD) system. Capital project #10027 was funded to address these needs.

Due to installation of the CAD system and upgrades to the 911 system provided by the state, the Communications dispatch room and the distribution wiring for that area were completed as Phase I of the required work from operating funds. This delayed the design phase of the
larger project now being awarded to FY 2002-03.

The Civic Center Infrastructure Upgrades Project, CIP project #10102, funds replacement or retrofit of existing mechanical and electrical equipment. Mechanical equipment serving the Communications area will be upgraded in conjunction with the work to be accomplished under CIP 10027.

POLICY IMPLICATIONS
This award does not represent any change to existing City policies.

ENVIRONMENTAL REVIEW
This project is categorically exempt from California Environmental Quality Act and no further environmental review is necessary.

ATTACHMENTS
Attachment A: Contract
Attachment B: Bid Summary

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