

**City of Culver City, California
Agenda Item Report**

Meeting Date: 11/22/2010		Item Number: J-1	
JOINT CITY COUNCIL/REDEVELOPMENT AGENCY BOARD AGENDA ITEM: Approval of a Professional Services Agreement with DLR Group/WWCOT for the Architectural Design of Veteran's Memorial Building Renovation Project, P-876.			
Contact Person/Dept.: Elaine Jeng/PW		Phone Number: 310-253-5621	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Meetings and Agenda – City Council (11/17/2010); Meetings and Agendas – Redevelopment Agency (11/17/10); (E-Mail) AGC Design, WOLCOTT, WLC Architects, DLR Group/WWCOT (11/08/2010)			
Department Approval: Charles D. Herbertson (11/11/10) Sol Blumenfeld (11/11/10)		City Attorney Approval: Carol Schwab (by H. Baker) (11/16/10) Agency General Counsel Approval: Murray Kane (by H. Baker) (11/16/10)	
Chief Financial Officer Approval: Jeff Muir (by K. Marsden) (11/16/10)		City Manager/Executive Director Approval: John M. Nachbar (11/17/10)	

RECOMMENDATION:

Staff recommends the City Council and Redevelopment Agency Board (Agency Board) approve a professional services agreement with DLR Group/WWCOT, in the amount of \$48,400, for the design of the Veteran's Memorial Building Renovation Project, P-876.

BACKGROUND:

Built in the 1940's, the Veteran's Memorial Building is aging and requires repairs and updates to make the facility a more marketable rental space. The Redevelopment Agency is contributing \$200,000 to renovate and upgrade several restrooms in the facility to current building code requirements. In July 2010, the City Council approved an additional \$250,000 from the City's General Fund reserves to address other necessary repairs and upgrades to the facility.

Public Works Department and Parks, Recreation, and Community Services (PRCS) Department staff met in September 2010 and developed a comprehensive list of repairs and renovations. Subsequently, this list was provided to four architectural firms in October 2010 to solicit a cost proposal to prepare plans and specifications for construction bidding purposes. The four firms contacted were DLR Group/WWCOT, WLC Architects, WOLCOTT, and AGC Design Concept Inc. DLR Group/WWCOT was the designer for the recently completed Firing Range. WLC Architects, Inc. was the designer for the recently completed Fire Station 3. WOLCOTT was the designer for the renovation of the Teen Center. AGC Design Concept Inc. was referred by City staff.

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DISCUSSION:

A site walk was conducted with each of the four proposers to elaborate on the proposed work. Recognizing that there is a limited budget, priorities on the list were established with the proposers during the site walk. It was also emphasized to each firm that the subject work will require iterative design and cost estimates to best utilize the available budget. It was explicitly noted that their cost proposal should reflect this expectation.

Although Culver City Municipal Code (CCMC) Section 3.07.085.A exempts professional services from the formal competitive bidding requirement, staff determined to issue a Request for Proposals in this instance. On October 14, 2010, proposals were received from AGC Design, WLC Architects, WOLCTT Architects, and DLR Group/WWCOT. The proposers were required to provide a cost for the scope of work outlined above. The following table summarizes the costs of the proposals received:

Proposals from	Restroom Renovation	All Other Renovations	Total Fees
1 DLR Group WWCOT	\$15,000.00	\$33,400.00	\$48,400.00
2 WLC Architects, Inc.	\$22,000.00	\$27,000.00	\$49,000.00
3 AGC Design Concept Inc.	\$24,450.00	\$8,150.00	\$32,600.00
4 WOLCOTT*	\$9,000.00	\$4,250.00	\$13,250.00

*Excludes Mechanical, Electrical and Plumbing Design

WOLCOTT recommended in their proposal to have the City contract directly with mechanical, electrical and plumbing (MEP) sub-consultants and that WOLCOTT, as covered in their proposed fees, would coordinate design effort with these entities. Staff does not recommend this arrangement as there could be miscommunication amongst the consultants complicating and possibly prolonging the design process. Based on the scope of work, staff recommends that there be one lead architect.

AGC Design Concept Inc. placed more emphasis on the restroom renovations as shown in the table. This assessment is inconsistent with staff's evaluation. Restroom renovation design is straight forward in that any remaining monies not utilized would be directed to the remaining facilities where the other areas requiring renovations offer a variety of options needing iterative design efforts to achieve the best value.

WLC Architects, Inc.'s and DLR Group/WWCOT proposals met staff's expectations and goals for the project. Both firms presented good understandings of the project relative to staff's assessment of the effort required. DLR Group/WWCOT presented the best comprehension by proposing to approach the 'All other Renovations' scope in two phases. The first phase would be to define the renovation components and establish a rough order of magnitude cost so that the City can identify and select

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components. The second phase would be the preparation of construction documents prepared only for the selected components.

FISCAL ANALYSIS:

There are \$250,000 of general funds available for the Veteran's Memorial Building Renovation Project as approved by the City Council on July 26, 2010. Also, there are \$42,038 of Park Facility funds available in the Capital Improvement budget for Fiscal Year 2010/2011.

The Redevelopment Agency has an approved budget of \$200,000 for Fiscal Year 2010/2011 for Veteran's Memorial Building restroom renovations.

The total available budget for design and construction of the project is \$492,038.

Project Budget	
Funding Source	Amount
General Fund Capital Improv (42000876)	\$250,000
Park Facility Funds (41900876)	\$42,038
Redevelopment Agency (57399997)	\$200,000
Total	\$492,038

MOTIONS:

That the City Council and Agency Board:

- 1) Approve a professional services agreement with DLR Group/WWOCT for a not-to-exceed contract amount of \$48,400 (with \$15,000 from the Redevelopment Agency's Tax Increment Fund and \$33,400 from the City's General Fund and/or the Park Facility Fund); and,
- 2) Authorize the Public Works Director/City Engineer to approve change orders totaling a not-to-exceed amount of \$8,180 (\$1,500 from Agency funds and \$6,680 from the City's General Fund), if necessary; and,
- 3) Authorize the City Attorney/Agency General Counsel to review/prepare the necessary documents; and,
- 4) Authorize the City Manager/Executive Director to execute such documents on behalf of the City and Agency.