

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 07/11/05		Item Number: <u>A-5</u>	
AGENDA ITEM: Consideration to Enter into an Agreement with L.E. Waters Construction Company to Construct Risk Management Office Space in City Hall.			
Contact Person/Dept.: Nick Kimball, Management Analyst		Phone Number: (310) 253-5682	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (7/6/05); L.E. Waters Construction Co., PAG Construction, Inc., and Savant Construction Inc. (7/7/05)			
Department Approval: Deborah Fancett 6/22/05		CAO Approval: Deborah Fancett for Jerry Fulwood 7/5/05	
Interim City Controller Approval: Marlee Chang 7/5/05			
<u>RECOMMENDATION:</u> That the City Council authorize staff to enter into an agreement in an amount of \$12,000 with L.E. Waters Construction Company to construct office space for Risk Management personnel near Fire Administration on the third floor of City Hall. <u>BACKGROUND/DISCUSSION:</u> To effectively manage the City's workers' compensation claims, a confidential and accessible office area for Risk Management staff is crucial. Currently, Risk Management staff occupies space in both the City Attorney and Administration office areas. Once recruitments for vacant positions in both of those departments are complete, office space for the new staff will be needed. This may cause Risk Management staff to be displaced. In order to accommodate the spatial needs of all three departments, construction of additional offices is necessary. On October 18, 2004, the City Council authorized a number of service enhancements for the Risk Management Division, including the construction of new offices in the Fire Administration area to house Risk Management staff. Initially, a company was contracted to install the walls, doors, and windows according to a set of drawings and work specifications. As installation began, work was stopped because the materials being used did not meet with the City's building code. After discussions with the company, it was determined that they did not have the correct materials required to complete the job to Code.			

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Subsequently, Public Works solicited bids from construction companies to complete the office construction. The work will include the construction of three offices with steel stud walls and the installation of doors and interior wall windows. The following three companies submitted bids:

<u>Bidder</u>	<u>Bid Amount</u>
L.E. Waters Construction Co.	\$11,368
PAG Construction Inc.	\$12,683
Savant Construction, Inc.	\$17,810

It is recommended that L.E. Waters Construction Co. be hired to construct the three offices. L.E. Waters Construction Co. is the low bidder and has provided a detailed work and cost proposal (Attachment 1). The total estimated cost for the work is \$11,368. Staff is recommending that an additional 5% be approved to cover any possible contingency; therefore, staff requests a total of \$12,000 for this contract.

In addition to the work included in the contract, the HVAC system and sprinkler heads must be altered. Public Works staff will be reconfiguring the HVAC system and a company has been scheduled to reposition the sprinkler heads at a cost of \$1,410; for a total project cost of \$13,410.

FISCAL ANALYSIS:

There are sufficient funds in the Risk Management Furniture and Furnishings account, 3092110.740100, to cover the cost of the proposed contract with L.E. Waters Construction Co. (\$12,000) and the \$1,410 to reposition the sprinkler heads.

ATTACHMENTS:

1. L.E. Waters Construction Co. Bid Package

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MOTION:

That the Council:

1. Authorize staff to enter into an agreement in an amount of \$12,000 with L.E. Waters Construction Co. to construct office space for Risk Management personnel;
2. Direct the City Attorney to prepare the necessary documents; and
3. Authorize the Chief Administrative Officer to execute the agreement on behalf of the City.