

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 7/25/05		Item Number: <u>A-5</u>	
AGENDA ITEM: Consideration to Approve the Final Plans and Specifications and Authorize Advertising for Bids for the Teen Center Remodel Project			
Contact Person/Dept.: John Rivera/PW		Phone Number: 310-253-6423	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List emailed on July 20th and Wolcott Architecture via phone call on July 19.			
Department Approval: Charles D. Herbertson 7/14/05		CAO Approval: Jerry Fulwood 7/20/05	
City Controller Approval: Marlee Chang 7/19/05			

RECOMMENDATION:

Staff recommends that the City Council approve the final plans and specifications and authorize advertising for construction bids for the Teen Center Remodel Project, P-819.

BACKGROUND:

This year's Capital Improvement Budget includes the Teen Center Remodel Project, P-819 (Project).

On January 13, 2003 the State authorized use of the Murray-Hayden Urban Parks and Youth Service Grant in the amount of \$262,500 for the Teen Center remodel Project. The grant required the City to provide matching funds of an additional \$112,500, which were authorized from the General Fund. The total Project allocation was \$375,000.

The City Council has taken the following actions related to implementing the Project:

1. May 31, 2005 - Authorized entering into a professional services agreement with Wolcott Architecture - Interiors to provide architectural and construction management services for the Project;
2. June 13, 2005 - Approved the Conceptual Design plans and materials; and, approved a "Short-List" of General Contractors to be invited to submit a bid proposal to construct the Project.

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DISCUSSION:

As stated above, Wolcott has been retained to create plans and specifications and oversee the remodeling of the existing facility (former Senior Center) in order to enhance its use as a Teen Center. The proposed remodel includes the following elements:

TASKS	DESCRIPTION
Restrooms	Bring Men's and Women's Restrooms into complete ADA compliances; complete rehabilitation of walls, floors, ceiling and all fixtures. Requires space and entry modifications resulting in demolition and relocation of walls.
Floors	Install new vinyl and carpet tile flooring over existing flooring in Multi-Purpose areas, Entryway, Kitchen (existing & expanded), TV Room/Storage Room, Game Room and new Music Room. Approximately 6,350 sq ft. As budget allows, the area of work may be expanded to other areas of the facility.
Sound Improvements	New Music Room (former Conference Room) requires the installation of sound attenuation materials. The cost of the Music Room sound equipment is included in the Recreation Equipment budget. The Conference Room will be moved to the former RSVP Offices.
Paint and Finishing	Remove wall cabinets from Multi-Purpose Room areas, Game Room and TV Room/Storage Room. Remove wall paneling from main Multi-Purpose area and Game Room. Repair/patch and prepare for painting or coating all wall surfaces and where appropriate install new wall coverings to protect against denting, scratches and scaring.
Doors	Install doors between the main Multi-Purpose Area and the Game Room and new Emergency Exit from Game Room to building exterior. Install new Kitchen pass-through roll-up service window. Modify west entrance door to meet ADA requirements and possibly install "Hirsh" system for secured staff access. Install, where needed, "Panic Hardware" on all Emergency Exits.
Lighting	Proposed lighting modifications are throughout facility.
Signs	Place ground sign in front planter adjacent to Overland Avenue entrance.
Electrical Upgrades	Electrical upgrades/modifications are related to the Kitchen expansion and Restroom remodel, and converting facility lighting operations from breaker to switch control.
Removal of Walls	Wall removals relate to: Conversion of the former RSVP Offices into a Music Room; Expansion of the Kitchen to incorporate an adjacent office; and, expansion of the Restrooms to achieve ADA compliance. A Sign-In Counter is proposed at the westerly entrance to the main Multi-Purpose Area, which requires removal of a partition wall.

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Recreation Equipment	Sound system and television.
TV Room/Storage Room	Durable partition walls, one with a double-wide door, are to be constructed to enclose approximately 1/3 rd of the area proposed for the Lounge Area in order to create a secured Storage Room for tables and chairs and a separate TV Room in the remaining space. All Storage Room walls are to be covered with durable material to prevent damage.
Windows	Installation of safety laminate on interior Game Room windows. As budget allows, replace laminate on Patio windows and replace lower portion of Patio windows and doors with Plexiglas and/or durable panels.
Ceiling - <i>As budget allows</i>	Install cover guards over interior lighting in main Multi-Purpose Room and paint or replace existing ceiling tiles.

In order to bring the Project to construction as soon as possible, staff originally proposed that the City Council approve a "Short-List" of General Contractors to be invited to submit a proposal to construct the Project. However, after the Council approved the "Short-List" on June 13th, staff was informed by the State that regardless of what the City's Charter allows, standard state bidding and advertising practices would have to be used to bid any projects using state grant funding.

Therefore, if authorized by the City Council, staff now proposes the following approach to comply with the state requirements and keep the project on schedule. Staff is proposing to distribute the plans and specifications to the remaining six firms on the previously approved "Short-List" and to also advertise for construction bids in the Culver City News and the three standard construction advertising trade papers. In order to try and ensure that the most qualified and viable firms would bid the Project, all General Contractor firms submitting bids would still be required to demonstrate that they meet the minimum qualifications listed below:

1. Contractor has a Class B License (per listed classification) in good standing with the California State License Board.
2. Contractor's Lead Superintendent proposed for the Project must have at a minimum, 10 years experience, and have successfully served as a superintendent on at least one (1) project of this size and/or complexity.
3. Contractor will be able to obtain the minimum insurance requirements for this Project:
 - a. Worker's Compensation Insurance or certified self insurance, as required by law;
 - b. Comprehensive General Liability with a limit of not less than two (2) million dollars (\$2,000,000), and a deductive/retention not exceeding fifty thousand dollars (\$50,000) per occurrence.
 - c. Business Automobile Liability with a limit of at least one million dollars (\$1,000,000).
4. Contractor has a written injury and illness prevention program.

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5. Contractor has provided verification that they have completed at least one (1) project of this size and/or complexity within the past ten (10) years.
6. Contractor's License has not been suspended within the last five (5) years.
7. Contractor, nor any of its owners, officers, or partners has ever been convicted of a crime involving any federal, state, or local law related to construction.
8. Contractor has not been cited and assessed penalties by CAL OSHA for any "serious", "willful", or "repeat" violations of its safety or health regulations during the past five (5) years.
9. Attend a mandatory pre-bid meeting at the job site.

The bid process is anticipated to last fifteen (15) calendar days (July 26 to August 10), with bid openings on Wednesday August 10th. The City Council would be requested to consider the bids and award a contract at the August 22nd Council meeting. It is estimated that if the award of the construction contract occurs on August 22nd, construction will begin in late August and be expected to be completed in November 2005.

Under the oversight of the Engineering staff, Wolcott prepared the construction plans and specifications for the Project. Also Wolcott will conduct the construction management of the Project. The construction inspection will be performed by City staff.

Asbestos remediation analysis and work in the anticipated work area will also be required as will roofing repair and replacement, but these tasks will be accomplished as separate projects utilizing other funding sources. The asbestos remediation and roofing work will be coordinated with the remodeling work. Funding for these activities is discussed in the "Fiscal Analysis" section of this report.

FISCAL ANALYSIS:

As stated previously, the City received a Murray-Hayden Urban Parks and Youth Service Grant under the Proposition 12 grant process. The grant is a \$262,500 reimbursement grant, with an additional \$112,500 in City matching funds. The City has allocated funds in the Capital Improvement Program (CIP) Budget as the Teen Center Remodel Project P-819, Accounts No. 41900819 and No. 42300819. The total Project allocation is \$375,000.

The grant requires that all construction be complete and reimbursement paperwork finalized no later than June 30, 2009.

Wolcott prepared the construction plans and specifications for this Project and will provide construction management for \$27, 500.

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Asbestos remediation analysis and work will also be required, as well as repairs to the roof. However, Staff will be scheduling these tasks in coordination with the remodeling work. The scale of the asbestos remediation is still being assessed; therefore, the total cost of that effort cannot be determined at this time. It is anticipated that the asbestos remediation work will be funded by a combination of P-132, Building Repairs project funds and possibly budget savings from the Teen Center Project, if necessary. The funds for the proposed roof repairs have been included in the adopted fiscal year 05/06 CIP budget.

Maintenance and operational costs for the Teen Center in fiscal year 04/05 are estimated to total about \$11,000 and are not anticipated to increase as a result of the remodeling project.

ATTACHMENT:

1. 11 by 17 inch reduced copy of construction plans

MOTION:

That the City Council:

Approve the final plans and specifications and authorize advertising for bids for the Teen Center Remodel Project, P-819.