

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

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| Meeting Date: <u>10/22/12</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | Item Number: <u>C-3</u>                                                                |  |
| <b>CITY COUNCIL AGENDA ITEM: (1) Acceptance of Work Performed by ACCO Engineered Systems; (2) Authorization to File a Notice of Completion; and (3) Authorization to Release the Retention Payment after Expiration of the 35-day Lien Period for the Veterans Memorial West Wing HVAC Replacement Project, P-132.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                        |  |
| Contact Person/Dept.:<br>Christopher Evans/Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Phone Number:<br>(310) 253-5621                                                        |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>      |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Action Item: <input checked="" type="checkbox"/> Attachments: <input type="checkbox"/> |  |
| Commission Action Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Date: _____                                                                            |  |
| Public Notification: (E-Mail) Meetings and Agendas – City Council (10/18/12)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                        |  |
| Department Approval:<br>Charles D. Herbertson (10/10/12)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) 10/15/12)                        |  |
| Chief Financial Officer Approval:<br>Jeff Muir (by K. Marsden) (10/17/12)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | City Manager Approval:                                                                 |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council (1) accept the work performed by ACCO Engineered Systems; (2) authorize filing a Notice of Completion; and (3) authorize the release of retention funds in the amount of \$7,671.73 to ACCO Engineered Systems after the expiration of the 35-day retention period for the Veterans Memorial Building West Wing HVAC project, P-132.</p> <p><b><u>BACKGROUND/DISCUSSION:</u></b></p> <p>On February 27, 2012 the City Council approved a construction contract with ACCO Engineered Systems for the replacement of the Veterans Memorial Building's west wing air conditioning and heating equipment. The former single-zone heating and air conditioning unit was installed in 1968 and was not fully functional, prone to break-down, and beyond its serviceable life. The new multi-zone unit will reduce energy consumption by allowing rooms to be heated or cooled as needed rather than heating/cooling all of the rooms regardless of the need as was required by the removed single-zone unit.</p> <p>ACCO Engineered Systems successfully completed the work as required in the executed contract dated March 19, 2012. The construction management and construction inspection services were performed by the City's Engineering and Building and Safety Divisions.</p> |  |                                                                                        |  |

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During installation of the new equipment, the existing fire suppression dampers attached to the ductwork were found to be inoperable and were replaced as recorded in change order number one. In addition, the ductwork connecting the 2<sup>nd</sup> floor offices to the new equipment was cleaned and is recorded in change order number two. On February 27, 2011, when the original contract was approved, the City Council authorized the Public Works Director/City Engineer to expend an additional \$15,000 for unforeseen contingencies or additional project enhancements. The total amount of attributable change orders (\$9,324) is less than the \$15,000 change order authority.

**FISCAL ANALYSIS:**

The approved construction contract amount was \$122,780.53. The final construction cost, including change orders is \$132,104.53. Funds are available in the project account number 42080000.730100.PZ132 to fund the final project cost.

**MOTIONS:**

That the City Council:

1. Accept the work performed by the contractor, ACCO Engineered Systems, for the Veteran's Memorial Building West Wing HVAC Project, P-132; and,
2. Authorize the Public Works Director/City Engineer to execute the Notice of Completion and submit it to the Los Angeles Recorder's Office for recordation; and,
3. Authorize the release of \$7,671.73 in retention funds to ACCO Engineered Systems following the expiration of the 35-day lien period.