



# City of Culver City

## Staff Report

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File #: 20-679, Version: 1

Item #: C-4.

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**CC - Award of a Contract to Cicero Engineering, as the Lowest Responsive and Responsible Bidder, in an Amount Not-To-Exceed \$298,740 (\$248,950 Base Bid Plus \$49,790 in Change Order Authority) for the Construction of the Tellefson Park Playground Project, PP006.**

**Meeting Date:** February 10, 2020

**Contact Person/Dept:** Corey Lakin/PRCS

**Phone Number:** (310) 253-6682

**Fiscal Impact:** Yes  No

**General Fund:** Yes  No

**Public Hearing:**  **Action Item:**

**Attachments:** Yes  No

**Commission Action Required:** Yes  No  **Date:**

**Public Notification:** (Email) Meetings and Agendas - City Council (02/04/20); (Email) Parks, Recreation & Community Services Commission (02/04/20); (Email) Parks, Recreation & Community Services Department Updates (02/04/20)

**Department Approval:** Corey Lakin, PRCS Director (01/28/20)

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### **RECOMMENDATION**

Staff recommends the City Council award a contract to Cicero Engineering, as the lowest responsive and responsible bidder, in an amount not-to-exceed \$298,740 (\$248,950 base bid, plus \$49,790 in change order authority), for the construction of the Tellefson Park Playground Project, PP006.

### **BACKGROUND**

During the Fiscal Year 2017/2018 Budget process, the City Council allocated Park Facilities (Quimby; 419) Funds for the Tellefson Park Playground Project, PP006. For projects such as this, the Parks, Recreation and Community Services (PRCS) Department conducts a Playground Design Community Outreach Program to provide opportunities for the public to view proposed playground designs and participate in the selection process. For the Tellefson Park Playground, two Design Workshops were held and surveys were conducted by both printed ballot and through online posting.

Tellefson Park Playground Design Workshop #2 was held at the Culver City Elks Lodge in

conjunction with the September 17, 2019 PRCS Commission meeting. At that meeting, the Commissioners discussed the survey responses and finalized their recommendation to the City Council regarding the design of the Tellefson Park Playground. On October 28, 2019, the City Council approved the final plans and specifications for the Playground and authorized staff to advertise for bids for the Project. The plans and specifications were based on the PRCS Commission's recommendation. In keeping with the survey respondents' and the Commission's wishes, the City Council also approved a budget amendment for additional funds to incorporate shade structures into the design.

## **DISCUSSION**

In accordance with the Culver City Municipal Code and the City's standard practices, the Notice Inviting Bids was published in the local newspaper on December 5 and December 12, 2019. A Mandatory Pre-Bid Job Walk was held on December 18, 2019. The window for staff to respond to potential bidders' questions about the Project closed on January 13, 2020. On January 16, 2020, the City Clerk's Office staff publicly opened the sealed bids and announced the bid amounts. Five contractors responded with the following bid amounts:

- 1) \$248,950 - Cicero Engineering
- 2) \$293,793 - R.E. Schultz Construction
- 3) \$298,748 - Jaynes BRC
- 4) \$463,950 - CEM Construction
- 5) \$662,765 - United Construction & Landscape

Staff reviewed the bid documents and determined that Cicero Engineering submitted the lowest total base bid. The company's proposal was responsive and complete. Their bid bond, contractor's license, and worker's compensation insurance meet City requirements. Mr. Frank R. Cicero, Owner, has 20 years of experience installing playgrounds. He is also a certified installer for Landscape Structures, the equipment Manufacturer for the Tellefson Park Playground Project. In 2012, Cicero Engineering installed the playgrounds and shade structure at Culver City Park, which have proven to be durable and have received highly favorable reviews through the years from both playground patrons and maintenance staff.

Therefore, staff recommends that the City Council award a contract to Cicero Engineering, as the lowest responsive and responsible bidder, for construction of the Tellefson Park Playground Project, PP006. Construction management and inspection of the Project will be conducted by City staff. Playground inspection and certification will be performed by a qualified firm.

## **FISCAL ANALYSIS**

There are currently sufficient funds for the Project in the Fiscal Year 2019/2020 Adopted Budget in account 419.CP.80000.730100.PP006 (Park Facilities Funds / Improvements Other Than Buildings / Tellefson Park Playground Project). Due to the favorable low bid amount, City staff recommends that the City Council increase the contingency amount to 20% of the base bid amount, or \$49,790.

**ATTACHMENTS**

None.

**MOTION**

That the City Council:

1. Award a contract to Cicero Engineering, as the lowest responsive and responsible bidder, in an amount not-to-exceed \$298,740 (\$248,950 base bid, plus \$49,790 in change order authority) for the construction of the Tellefson Park Playground Project, PP006; and,
2. Authorize the Parks Division Manager to approve change orders in an amount not-to-exceed \$49,790, if necessary; and,
3. Authorize the City Attorney to review/prepare the necessary documents; and,
4. Authorize the City Manager to execute such documents on behalf of the City.