



City of Culver City

Mike Balkman Council
Chambers
9770 Culver Blvd.
Culver City, CA 90232

Staff Report

File #: 21-100, **Version:** 2

Item #: 3.

CC - (1) Approval of an Agreement with MDJ Management in an Amount Not-to-Exceed \$103,250.04 for the Remodel of the Rotunda Room at Veteran's Memorial Auditorium; and (2) Authorize \$10,325.00 in Change Order Authority for the Public Works Director/City Engineer

Meeting Date: August 3, 2020

Contact Person/Dept: Eric Mirzaian/Public Works Department
Phone Number: (310) 253-6444

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 Agendas - City Council (07/23/2020)

Department Approval: Charles D. Herbertson, Director of Public Works/City Engineer (07/23/2020)

RECOMMENDATION

Staff recommends the City Council (1) approve an agreement with MDJ Management (MDJ) in an amount not-to-exceed \$103,250.04 for the remodel of the Rotunda Room at Veteran's Memorial Auditorium; and (2) authorize \$10,325.00 in change order authority for the Public Works Director/City Engineer.

BACKGROUND/DISCUSSION

The Rotunda Room at the Veteran's Memorial Auditorium is one of the most frequently used rooms within the facility and has not gone through any major upgrades for quite some time. Staff has identified an urgent need to replace the ceiling tiles of the room due to the fact they are starting to become unstable and brittle. While staff was assessing the ceiling tiles, it was determined it would be an opportune time to also remodel other aspects of the room due to the minimal usage of the facility at this time.

The proposed project will include the following scope of work:

- Removal of old ceiling tiles and the installation of new tiles
- Upgrade lighting with new LED fixtures with dimmable switches

- New HVAC vents and grates
- New sound absorbing wall carpeting
- New audio-visual projection equipment
- Refurbish existing wood walls
- Electrical upgrades
- Painting

With assistance from The Gordian Group, the services retained for this project are exempt from the formal competitive bidding process, pursuant to Culver City Municipal Code (CCMC) Sections 3.07.045.G (see below) and 3.07.065.C.6 (repair and maintenance of City-owned real property and buildings).

CCMC Section 3.07.055.G provides an exception to bidding “*where competitive bid procedures have already been utilized by the City, another public agency, including, but not limited to, federal, state and county governments, including, state of California agencies, counties, cities, joint power agencies and special districts, or non-profit agencies whose main purpose is to assist cities or other public entities...provided, the equipment, goods or supplies are supplied to the City at the same or better prices, as was obtained through the competitive bid procedures of that entity.*” MDJ is a contractor that has been pre-approved and selected by the National Joint Powers Alliance (recently renamed “Sourcewell <https://www.sourcewell-mn.gov/about>”), which is a public and transparent bidding process agency whose aim is to create a pool of pre-qualified contractors for such projects. The Gordian Group is the local administrator of the Sourcewell contracts for such projects and they reviewed the MDJ proposal and confirmed that it adheres to the labor rates, prices, terms and conditions of their existing Sourcewell agreement.

Over the past few years, The Gordian Group has provided similar assistance to the City on other projects including the lighting upgrade at the City Hall parking structure and the installation of EV charging stations at the Transportation facility.

FISCAL ANALYSIS

There are sufficient funds available for this project in the City Council adopted Fiscal Year 2020-2021 for Capital Improvement Project PZ-132 - Building Repairs.

ATTACHMENTS

1. MDJ Management Quotes

MOTION

That the City Council:

1. Approve an agreement with MDJ Management in an amount not-to-exceed \$103,250.04 for

the remodel of the Rotunda Room at the Veteran's Memorial Auditorium; and

2. Authorize \$10,325.00 in change order authority for the Public Works Director/City Engineer; 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.