



STAFF REPORT

11/12/2024

AGENDA ITEM

**TO: HONORABLE MAYOR
AND MEMBERS OF THE CITY COUNCIL**

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: THOMAS BEKELE
PUBLIC WORKS DIRECTOR**

**SUBJECT: PUBLIC WORKS CONTRACT WITH ESTATE DESIGN AND CONSTRUCTION
INCORPORATED FOR THE CITY HALL INTERIOR RENOVATION PROJECT**

Summary:

On September 26, 2023, the City Council adopted the 2023-2028 Strategic Plan, which identified the City Hall Interior Renovation Project as a key initiative to enhance City Hall's appearance, functionality, infrastructure, and improve the City's ability to provide services to the public. This project aims to address outdated facilities through essential upgrades, including energy-efficient window installations, new paint, improved lighting, refurbished flooring, and enhanced front counter security. These enhancements are designed to create a more efficient and welcoming environment for both staff and visitors.

Following a competitive bidding process, staff recommends awarding a Public Works contract to Estate Design and Construction Incorporated, as the lowest responsive bidder, for a term of 150 days and a not-to-exceed amount of \$988,800. Staff also recommends the City Council authorize a 10% contingency for a total construction budget of \$1,087,680. The City Council will consider authorizing the City Manager to execute a Public Works Contract with Estate Design Construction Incorporated, with construction scheduled to begin on November 25, 2024, and anticipated completion by May 2025.

Strategic Plan Goal(s):

- Goal No. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.
- Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment, retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendations:

1. Authorize the City Manager to enter into a Public Works Contract with Estate Design and Construction, Incorporated, for the construction of the City Hall Interior Renovation Project (Project No. 90.19004), for a term of 150 calendar days and a not-to-exceed contract amount of \$988,800, in a form approved by the City Attorney; and
2. Authorize a contingency of \$98,880 to accommodate additional scope of work, changes, or any unforeseen conditions, to be utilized if approved by the Public Works Director, for a total construction budget of \$1,087,680.

Fiscal Impact:

The City's adopted Fiscal Year 2024-25 Capital Improvement Program Budget allocates sufficient funding for this project under Project No. 90.19004, Line Account No. 400-40-5896. The proposed term for the Public Works Contract is set at 150 calendar days, with a contract amount not-to-exceed \$988,800 and a contingency of \$98,880 for a total project construction budget of \$1,087,680.

Background:

Originally built in 1934, City Hall has undergone various updates to preserve functionality and aesthetic appeal. The last major renovations, in 1986 and 1991, addressed critical upgrades such as exterior coatings, electrical and air conditioning improvements, interior repainting, new furnishings, enhanced lighting, and ceiling grid replacements. Recent maintenance-related improvements include partial carpet replacements, condenser unit replacement, and security access control upgrades. However, the City has not completed significant interior renovations in over 28 years. Office spaces have remained largely unchanged, and the existing office furniture is in poor condition. Routine wear and tear has impacted the building's overall appearance, and many electrical systems, including fluorescent lighting, are outdated and lack energy efficiency.

To minimize long lead times associated with material procurement, items such as furniture and flooring have been procured in advance, prior to the start of construction. On February 13, 2024, the City Council approved agreements with Bluespace Interiors, LLC, and Mohawk Commercial, Incorporated, to procure and install new furniture and flooring at City Hall. The procurement, totaling \$673,479.04, will provide ten additional workstations and equip all office spaces and conference rooms with new furniture. The furniture and carpeting are ready for delivery, with installation scheduled to follow the completion of construction.

As part of the biennial budget adoption on June 13, 2024, the City Council approved a total budget of \$2.4 million for the City Hall Renovation Project. Staff, in collaboration with the City's on-call architectural firm, RRM Architects, which specializes in modernization projects, finalized the project design. The main City Hall improvements and upgrades include:

- Window Replacement: Replacing outdated single-pane windows with energy-efficient double-pane versions to reduce energy consumption and eliminate outdated treatments.
- Carpet Replacement: Installing new carpeting and durable vinyl tiles in high-traffic areas such

as kitchens and break rooms to improve cleanliness and longevity.

- **Bathroom Upgrades:** Comprehensive renovations for restrooms, addressing plumbing and hygiene concerns.
- **Lighting and Electrical Improvements:** Transitioning to LED fixtures throughout the building for enhanced energy efficiency.
- **City Council Chamber Enhancements:** Replacing acoustic wall panels, updating furnishings, lighting, and electrical systems, and adding window replacements with modern shades. The project will also refinish the dais table for a contemporary look.
- **Front Counter Upgrades:** Improving security and accessibility with modernized counter walls, enhancing safety for staff and visitors.
- **Wall Repairs and Repainting:** Repairing and repainting areas with outdated wallpaper, fabric coverings, or water damage.
- **Office Modernization:** Installing new monitors in offices to support virtual meetings and enhance functionality for departments like Public Works and Planning, which rely on larger displays for reviewing plans.

A committee comprising of the City Manager, Assistant City Clerk, and Assistant to the City Manager/Economic Development Manager reviewed proposed finishes, including tile, paint, lighting, windows, and railings, in close coordination with Public Works and the project architect. This collaborative effort led to a refined selection of final interior finishes. The team will continue to assess and confirm material choices throughout the construction phase, ensuring all selections meet the project's standards before contractor procurement.

Analysis:

Consistent with the City's Purchasing Guidelines, contracts above a certain threshold require City Council approval. Upon the completion of design plans and specifications, on September 27, 2024, the City posted a Notice Inviting Bids at the City's public notice locations, sent the notice to subscribers through the City's website, and posted the information on PlanetBids via the City's portal. The following table below lists the bids received by the bid due date of October 28, 2024:

Contractor	Bid Total
Estate Design and Construction	\$988,800.00
Optima RPM	\$1,596,524.88
MLC Constructors Inc.	\$1,933,061.00

Estate Design and Construction (EDC), the lowest bidder, submitted all required documents prior to the bid deadline. Staff verified that EDC and its subcontractors hold the necessary licenses to perform the proposed work under this contract. Staff also conducted reference checks on the company's listed projects in the Statement of Qualifications, confirming EDC as the lowest responsive and responsible bidder.

Recommendation:

Staff recommends the award of contract to EDC in the amount of \$988,800 for a term of 150 calendar days; staff also recommends authorizing a 10% contingency as part of the project. Upon the City Council's approval, staff would issue a Notice to Proceed and begin coordinating with the contractor. If approved, the construction of the project would start on November 25, 2024, with completion anticipated by May 2025.

Reviewed for Fiscal Impact:

Sharon del Rosario

Attachments:

- A. Project Plans
- B. Contract Documents