



CITY OF BEVERLY HILLS STAFF REPORT

Meeting Date: May 27, 2009
To: Honorable Mayor & City Council
From: Chris Theisen, Assist. Director of Public Works & Transportation
Alan Schneider, Director of Project Administration
Subject: Public Works Facility First Floor Remodel
Attachments: None

INTRODUCTION

The remodel of the first floor of the Public Works Facility is a two-phased project to achieve a number of key objectives for the department to create a more efficient management operation and provide more effective City services. This report provides background on the Public Works Facility First Floor Remodel for discussion at the City Council Study Session on May 27, 2009 and staff's recommendation for implementing this project.

DISCUSSION

In 2006, the City Council approved Phase 1 to renovate portions of the second floor of the Public Works Facility to consolidate various divisions of the department that were located in other locations, such as City Hall. The relocation of the Engineering and Transportation Divisions from City Hall to the Public Works Facility was also a key element in the development of the new customer service center on the first floor of City Hall in providing the necessary space for that service. The first phase of the renovation project accounted for the relocation of all Public Works and Transportation staff into the Public Works Facility except for the Parking Enforcement operation that has remained in City Hall. Relocation of that staff of 30 is planned for the first floor of the Public Works Facility.

The final design of the recently completed Fleet Services facility did not include a locker room and shower facility for the Maintenance staff. Instead it was determined to be more cost effective to enlarge the existing locker room in the Public Works Facility to accommodate the approximate 25 staff from the Fleet Services and Facilities Maintenance Divisions. The construction of a locker room and shower in the Fleet Services facility would have cost approximately \$200,000 compared to approximately \$50,000 to renovate the existing facility.

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Other operational changes in the department have occurred that are addressed in the renovation that include improvements to deal with the auditing/counting function for all parking revenues by expansion of the counting room to meet the requirements of Finance's auditor. In addition, the Water Division staff would be relocated to the second floor that was formerly occupied by the Earth Tech personnel in their management of the Water Treatment Plant. The current space for water operations is needed to accommodate the relocated Parking Enforcement staff from City Hall, and with the recent acquisition of the plant, the space is available for the Water Division with minor alterations.

The Conservation/Exhibition space that was created as part of the Public Works Facility is located on the first floor and provides a unique feature with observation of the water treatment plant. The space has been minimally used since the facility was opened because the full glass exterior exposure permits excessive heat and glare. During the past year solar glazing film and draperies have been installed to mitigate those conditions. However, an analysis of the existing air conditioning system finds that there is insufficient cooling to fully offset the heat load from the glazing. The engineering recommendation is to install a stand-alone HVAC unit to serve the space. This improvement would enable meetings and activities to be scheduled all year, and would result in increased energy efficiency since this new unit would only operate when the Conservation/Exhibition space was occupied.

Project Scope:

Under the approved 2008-2009 fiscal year Capital Improvement Program (CIP), the City approved an agreement on November 18, 2008 with RTK Architects, Inc. (RTK), to provide design consulting services to address Phase 2 of the Public Works Facility renovation. The following scope of work would accommodate the relocation of staff from City Hall, and address various inefficiencies within the shop area of the Public Works Facility.

- Construction of operating space for the Parking Enforcement group
- Expansion of the men's locker room for relocated staff
- Modification to the parking meter repair and meter collection space to address needs for auditing/counting coin revenue from all parking revenue sources, including parking meters
- Improvements to the Conservation/Exhibition space, including new air conditioning equipment
- Relocation of water operations staff to second floor space formerly occupied by Earth Tech personnel
- Modifications to solid waste and environmental division shop and work area
- Expansion of the electrical shop

Project Implementation:

Plans and specifications were prepared and issued for public bidding. On February 4, 2009, four bids were received. The lowest responsible bidder is Avi-Con, Inc. dba CA Construction for the total contract amount of \$772,000. A contingency of \$75,000 is recommended for changes due to unforeseen conditions to complete the work. The consultant's pre-bid cost estimate was \$750,000 and is within the low bid received.

The bid documents specify a 150 calendar day completion period for the work, resulting in completion of the project in December 2009.

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FISCAL IMPACT

Funding for this contract work has been budgeted from the 08-09 Capital Improvement Program (CIP) budget in two funding sources as follows:

- \$672,000 from the Capital Assets Fund
- \$175,000 from the Water Enterprise Fund (covers the upgrades to the HVAC system and relocation of Water Division staff)

RECOMMENDATION

Staff recommends proceeding with an award of contract to CA Construction for the contract work. While the award of contract is on the May 27 formal agenda, it is understood by all parties that the City Council's decision on whether to act on that formal item will depend on the results of the study session discussion.



David D. Gustavson

Approved By