



## **AGENDA REPORT**

**Meeting Date:** February 19, 2008  
**Item Number:** F-8  
**To:** Honorable Mayor & City Council  
**From:** Scott Miller, Director of Administrative Services and CFO and  
Noel Marquis, Assistant Director of Administrative Services  
**Subject:** **APPROVALS RELATED TO VARIOUS CITY PURCHASING AND  
BUDGET TRANSACTIONS AS DESCRIBED HEREIN.**

**Attachments:** 1. Agreements (2)

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**ITEM A. APPROVAL OF AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN  
THE CITY OF BEVERLY HILLS AND JLEE ENGINEERING, INC. FOR  
PLAN REVIEW AND OTHER AS-NEEDED CONSULTING SERVICES,  
AND;**

**APPROVE A CHANGE ORDER IN THE AMOUNT OF \$150,000 FOR A  
TOTAL NOT-TO-EXCEED AMOUNT OF \$200,000.**

### **RECOMMENDATION**

Staff recommends that the City Council approve amendment no. 1 to the agreement and change order in the amount of \$150,000 with JLEE Engineering, Inc., in the total not-to-exceed amount of \$200,000.

**INTRODUCTION**

JLEE Engineering provides plan review services to assist the City's Community Development staff.

**DISCUSSION**

During budget planning and discussion staff had anticipated an increase in development activity and subsequently an increased need for outside short term plan review services. JLEE Engineering is one provider of such services.

**FISCAL IMPACT**

Funds were budgeted and are available in the Community Development programs for this purpose.

**ITEM B. APPROVAL OF AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND TRC SOLUTIONS, INC. FOR SECURITY CONSULTING SERVICES RELATED TO THE BEVERLY HILLS LIBRARY AND POLICE FACILITY, AND;**

**APPROVE A CHANGE ORDER IN THE AMOUNT OF \$20,355 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$70,075.**

**RECOMMENDATION**

Staff recommends that the City Council approve amendment no. 1 to the agreement and change order in the amount of \$20,355 with TRC Solutions, Inc., in the total not-to-exceed amount of \$70,075.

**INTRODUCTION**

The City has an agreement with TRC Solutions, Inc. related to the replacement of the card system at the Police Facility and Library (including basement Level A, Print Shop and Graphics and Level B, Information Technology). The scope of services included design of the system to be compatible with the AMAG system installed at City Hall, and preparation of construction plans and specifications. The design services have been completed and the project issued for public bidding.

**DISCUSSION**

The proposed amendment is for additional consultant services during the construction phase to ensure the work is completed according to the approved plans and specifications, in the not to exceed amount of \$10,355. The total amount of the agreement will be \$70,075.

**FISCAL IMPACT**

Funds were budgeted and are available in the Capital Assets Internal Service Fund for this purpose.

**ITEM C. APPROPRIATING FUNDS IN THE AMOUNT OF \$65,000 FOR AN AMERICANS WITH DISABILITIES (ADA) COMPLIANT LECTERN AND REPLACEMENT OF THE GRAPHICS SYSTEM FOR ON AIR DISPLAYS AND GRAPHICS FOR THE CITY COUNCIL CHAMBERS.**

**RECOMMENDATION**

Staff recommends that the City Council move to appropriate funds in the amount of \$65,000 for the purchase of an ADA compliant lectern and the purchase of a replacement graphics system for the Cable TV on air displays and graphics system:

| FROM   | TO  |
|--|---|
| \$65,000 Cable Television<br>Internal Service<br>Fund 42-30000 | \$65,000 Video and Audio<br>Equipment<br>31420346-85050 |

**INTRODUCTION**

Information Technology staff is requesting the appropriation of funds to replace a 12 year old graphics system and provide an Americans with Disabilities Act (ADA) compliant lectern for the City Council Chambers.

**DISCUSSION**

The public speaker lectern will be used for City Council meetings, commission meetings and other City events providing an environment that is more comfortable for persons requiring ADA accommodations. The graphic system replacement will provide on air displays of City Council agendas, emergency messaging, through the City's cable TV channels.

**FISCAL IMPACT**

Funds were not budgeted but are available in the Cable Television Internal Service Fund retained earnings for this purpose.

**ITEM D. APPROVE A PURCHASE ORDER IN THE AMOUNT OF \$157,713.63 TO REYNOLDS BUICK/PONTIAC FOR THE PURCHASE OF A BOOM CRANE TRUCK.**

**RECOMMENDATION**

Staff recommends that the City Council approve a purchase order in the amount of \$157,713.63 to Reynolds Buick/Pontiac/GMC for the purchase of a boom crane truck.

**INTRODUCTION**

As part of its annual review, Fleet Services evaluates each vehicle for age, use and maintenance cost for possible replacement. The intent of the review is to ensure that vehicles in the City Fleet are safe, reliable and relevant to the mission.

**DISCUSSION**

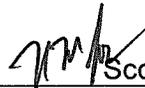
Vehicle #708 a 1980 Ford TC80 boom crane truck had met or exceed the criteria for replacement and was included within the budgeted replacement vehicles for the current fiscal year. Bids were solicited and 2 vendors responded with qualified bids. Reynolds Buick/Pontiac/GMC was low bidder at \$157,713.63 including all taxes and charges.

**FISCAL IMPACT**

Funds were budgeted and are available in the Capital Assets Internal Service Fund for this purpose.



Noel Marquis  
Finance Approval



Scott G. Miller  
Approved By

AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE  
CITY OF BEVERLY HILLS AND JLEE ENGINEERING, INC.  
FOR PLAN REVIEW AND OTHER AS-NEEDED CONSULTING  
SERVICES

NAME OF VENDOR: JLEE Engineering, Inc.

RESPONSIBLE PRINCIPAL OF VENDOR: Jae Lee, President

VENDOR'S ADDRESS: 430 S. Garfield Avenue, Suite 320  
Alhambra, California 91801

CITY'S ADDRESS: City of Beverly Hills  
455 N. Rexford Drive  
Beverly Hills, CA 90210  
Attention: George E. Chavez,  
City Building Official

COMMENCEMENT DATE: September 10, 2007

TERMINATION DATE: June 30, 2008, unless extended pursuant to  
Section 2 of the Agreement

CONSIDERATION: Not to exceed \$200,000 and based on the  
rates set forth in Exhibit B-1

AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE  
CITY OF BEVERLY HILLS AND JLEE ENGINEERING, INC.  
FOR PLAN REVIEW AND OTHER AS-NEEDED CONSULTING  
SERVICES

This Amendment No. 1 is to an Agreement between City of Beverly Hills, hereinafter referred to as "CITY," and JLEE Engineering, Inc., hereinafter referred to as "CONSULTANT," dated September 14, 2007 and identified as Agreement No. 384-07, for plan review and other as-needed consulting services.

RECITALS

A. CITY entered into a written agreement with CONSULTANT dated September 14, 2007 for plan review and other as-needed consulting services.

B. CITY anticipates greater usage of CONSULTANT's services than originally anticipated due to recent changes in staff levels in the Community Development Department. Therefore, CITY desires to increase the Consideration of the Agreement.

NOW, THEREFORE, the parties agree as follows:

Section 1. The Consideration shall be amended as set forth above.

Section 2. Except as specifically amended herein, the Agreement dated September 14, 2007 shall remain in full force and effect.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, at Beverly Hills, California.

CITY OF BEVERLY HILLS, a municipal corporation

\_\_\_\_\_  
JIMMY DELSHAD  
Mayor of the City of Beverly Hills, California

ATTEST:

\_\_\_\_\_  
(seal)  
BYRON POPE  
City Clerk

CONSULTANT:  
JLEE ENGINEERING, INC.

\_\_\_\_\_  
JAE LEE  
President and Chief Financial Officer

APPROVED AS TO FORM:

\_\_\_\_\_  
LAURENCE S. WIENER  
City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
RODERICK J. WOOD  
City Manager

\_\_\_\_\_  
VINCENT P. BERTONI, AICP  
Director of Community Development

\_\_\_\_\_  
KARL KIRKMAN  
Risk Manager

AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE  
CITY OF BEVERLY HILLS AND TRC SOLUTIONS, INC. FOR  
SECURITY CONSULTING SERVICES RELATED TO THE  
BEVERLY HILLS LIBRARY AND POLICE FACILITY

NAME OF CONSULTANT: TRC Solutions, Inc.

RESPONSIBLE PRINCIPAL OF CONSULTANT: Gregory W. Brandon

CONSULTANT'S ADDRESS: 21 Technology Drive, Suite 200  
Irvine, CA 92618

CITY'S ADDRESS: City of Beverly Hills  
455 N. Rexford Drive  
Beverly Hills, CA 90210  
Attention: Alan Schneider  
Director of Project Administration

COMMENCEMENT DATE: Upon receipt of Notice to Proceed

TERMINATION DATE: December 31, 2008, unless extended  
pursuant to Section 2 of the  
Agreement

CONSIDERATION: Original Agreement: \$49,120 fixed  
fee based on the services described  
in Exhibit A

Amendment No. 1: Not to exceed  
\$20,355 based on the hourly rates  
described in Attachment I to Exhibit  
A; Reimbursable expenses not to  
exceed \$600

\* Total Not to exceed: \$70,075

AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN THE  
CITY OF BEVERLY HILLS AND TRC SOLUTIONS, INC. FOR  
SECURITY CONSULTING SERVICES RELATED TO THE  
BEVERLY HILLS LIBRARY AND POLICE FACILITY

This Amendment No. 1 is to that certain Agreement between the City of Beverly Hills, a municipal corporation ("CITY"), and TRC Solutions, Inc. (hereinafter referred to as "CONSULTANT"), dated March 28, 2007, and identified as Contract No. 101-07 ("Agreement").

RECITALS

A. CITY desires to continue to retain the services of CONSULTANT to provide security consulting services in connection with the Beverly Hills Library and Police Facility.

B. CITY desires to amend the Scope of Services to include additional services for construction administration and to increase the Consideration for the additional services.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, CITY and CONSULTANT agree as follows:

Section 1. The Termination Date shall be amended as set forth above.

Section 2. The Consideration shall be amended as set forth above.

Section 3. Attachment I shall be added to Exhibit A, Scope of Services, as attached hereto and incorporated herein.

Section 4. Except as specifically amended by this Amendment No. 1, the Agreement dated March 28, 2007 shall remain in full force and effect.

EXECUTED the \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_, at Beverly Hills, California.

CITY OF BEVERLY HILLS  
A Municipal Corporation

\_\_\_\_\_  
JIMMY DELSHAD  
Mayor of the City of Beverly Hills, California

ATTEST:

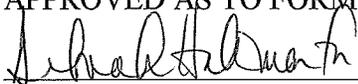
\_\_\_\_\_  
(SEAL)  
BYRON POPE  
City Clerk

CONSULTANT: TRC SOLUTIONS, INC

  
\_\_\_\_\_  
GREGORY W. BRANDON  
Vice President

  
\_\_\_\_\_  
GUY ROYSTON  
Vice President  
& West Region Finance Director

APPROVED AS TO FORM

  
\_\_\_\_\_  
LAURENCE S. WIENER  
City Attorney

APPROVED AS TO CONTENT:

\_\_\_\_\_  
RODERICK J. WOOD  
City Manager

[Signatures continue]



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DAVID D. GUSTAVSON  
Director of Public Works & Transportation



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ALAN SCHNEIDER  
Director of Project Administration



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KARL KIRKMAN  
Risk Manager

## ATTACHMENT I TO EXHIBIT A

Subject: Police and Library Electronic Access Control System (EACS) Replacement

### Construction Administration Services

#### I. SCOPE OF WORK

CONSULTANT shall perform the following additional services:

##### A. Construction Administration Phase

1. Schedule: TRC will begin this phase after acceptance of authorization to proceed.
2. TRC will attend the pre-rebid meeting currently scheduled for January 29<sup>th</sup>.
3. Answer bidder Requests for Information (RFI) and issue clarifications.
4. Assist the City in the evaluation and leveling of the bids and selection of contractor(s).
5. Attend project kick-off meeting with selected contractor team.
6. Review all required shop drawings and cut sheet submittals (limit of two reviews for each building, TRC may charge for additional reviews).
7. Attend up to (3) three construction progress meetings for each building – (6) total.
8. Conduct (2) two site observation and inspection visits at appropriate intervals per building to review status and compliance of installed work. These visits (4) total will be in conjunction with scheduled progress meetings
9. Answer contractor Requests for Information (RFI) and issue clarifications.
10. Provide review and response to contractor change order requests.
11. Attend up to (2) two client meeting with the City Project Management team and/or building or department stakeholders.
12. Review contractor pre-test documentation.
13. Attend contractor acceptance testing and issue punch list.
14. Review as-built drawings provided by contractor as called for by the project specifications

**II. COMPENSATION/HOURLY RATES/REIMBURSABLE EXPENSES**

CITY shall compensate CONSULTANT for the additional services described in this Exhibit, an amount not to exceed Twenty Thousand Three Hundred Fifty Five Dollars (\$20,355) based on the hourly rates set forth below. Reimbursable expenses reasonably incurred in the performance of this Agreement are estimated at not to exceed \$600.00 for local travel mileage and express delivery of documents

| <b>PROFESSIONAL FEES</b>     | <b>PER HOUR</b> |
|------------------------------|-----------------|
| Principle in Charge          | \$165           |
| Sr. Project Engineer/Manager | \$150           |
| Project Engineer             | \$135           |
| Sr. Designer                 | \$125           |
| CAD                          | \$75            |
|                              |                 |
|                              |                 |