



AGENDA REPORT

Meeting Date: February 19, 2013
Item Number: G-8
To: Honorable Mayor & City Council
From: Alan Schneider, Director of Project Administration *AS*
Subject: APPROVAL OF THE AWARD OF A CONTRACT TO SCHEA HOLDINGS INC. DBA: SIGNGROUP/ KARMAN FOR THE CIVIC CENTER SIGNAGE PROJECT; AND APPROVING PLANS AND SPECIFICATIONS THEREFOR; AND
APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$137,276 TO SCHEA HOLDINGS INC. DBA: SIGNGROUP/ KARMAN FOR THE CONTRACT WORK
Attachments: 1. Form of Contract

RECOMMENDATION

Staff recommends that the City Council move to approve the award of a contract to the lowest responsible bidder, Schea Holdings Inc. dba: SignGroup/ Karman, for the Civic Center Signage Project Re-Bid, Bid No. 13-22, in the amount of \$117,276; approve the plans and specifications for the Project, dated January 18, 2013, which are adopted and approved with respect to design criteria; approve a construction contingency of \$20,000; delegate the authority to approve change orders to the Director of Public Works & Transportation, as defined in the purchasing ordinance; and approve the purchase order in the amount of \$137,276.

INTRODUCTION

Staff presented a wayfinding program to the City Council in March 2011 that discussed the Civic Center signage required to avoid confusion between the Crescent and the Civic Center garages. It also undertook to correct long standing signage deficiencies in the Civic Center, which included the lack of adequate Library and Police identification. New visitors often have difficulty finding it because it is not clearly identifiable from any distance.

The proposed contract will address these signage issues at the Civic Center campus.

DISCUSSION

The greater Civic Center consists of eight facilities, including all of the City buildings, the Annenberg Center, two public garages, and the Municipal court. These are further complicated by a multiplicity of columns, alternate building entrances, and indirect pathways.

The lack of clarity warranted rethinking both pedestrian and vehicular signage in the Civic Center complex. Follis Design was engaged to develop the program. They are the graphics consultant who provided the wayfinding for the Getty Center and with their assistance a design concept emerged.

The key principle underlying the proposed Civic Center wayfinding is to identify the destination as early as possible in the path of travel. Travelers to City Hall, for example, see the tower from afar when driving, and again as a pedestrian. A hierarchy of signage was developed to achieve the same purpose: to be visible from the car and on foot. These are monuments and pylons, supplemented by pedestrian maps and directional signs.

In June 2012, the City Council approved the signage design that includes the following scope of work.

- One monument sign each for the Police Facility (replacing the existing), the Library (at the corner of South Santa Monica Boulevard and Rexford Drive), and the Civic Center garage (replacing the existing). These would be similar in design to the existing monument at the Crescent Garage.
- Two pylons on Rexford Drive to mark the entrances to the Library and the Police Facility. These would be strategically placed to serve as a visual guide to the Library and Police for both to motorists and pedestrians.
- Civic Center signage on the bridge over Rexford Drive and at west end of the Fire Station Headquarters structure.

Replacement of the Civic Center garage sign on Rexford was included in the design package, however it is recommended that this sign be excluded since a separate capital project will be brought forward for Council consideration to modify the Rexford intersection / entrance to the garage that would affect the sign location.

Bid Process

The City sought to obtain bids from experienced signage contractors for the fabrication and installation. A prequalification procedure was utilized following the State guidelines. Among the items that the procedure required was signage experience in several recent, and similar completed projects. The process was advertised in the Beverly Hills newspapers, construction trade journals, and the construction documents were posted on the City's website.

Four firms applied for prequalification. After examination of the submissions, all four firms were prequalified by staff.

On January 31, 2013, three bids were received. The bids results are as follows:

<u>Bidder</u>	<u>Base Bid</u>
Schea Holdings Inc dba: SignGroup/ Karman	\$117,276
Neiman & Company	\$132,374
YESCO	\$149,617
Ampersand Contract Signing Group	no bid

The low bidder, Schea Holdings Inc. dba: SignGroup/ Karman submitted a fully responsive bid, and as reported by the State Contractors Licensing Board, their license is current and in good standing. Review of the firm's references indicates that the firm has successfully executed similar work.

Staff recommends that the base bid be accepted as the contract work. The total contract amount is \$117,276. In addition, a contingency of \$20,000 is recommended for change due to unforeseen conditions to complete the work. The consultant's pre-bid estimate was \$130,000

The bid documents specify a 90 calendar day completion period for the work, resulting in completion of the project in May-June 2013.

FISCAL IMPACT

Funding for this contract work has been budgeted from the fiscal year 2012-13 Capital Improvement Program budget for Civic Center Wayfinding Signage, project #0920.


 Noel Marquis

Finance Approval



David D. Gustavson
Approved By

Attachment 1

APPENDIX A

FORM OF CONTRACT

This contract ("Contract") is entered into by and between the City of Beverly Hills ("City"), a California municipal corporation, SCHEA HOLDINGS INC. DBA: SIGNGROUP/ KARMAN a Corporation, whose address is 9812 Independence Avenue, Chatsworth, CA 91311.

In consideration of the agreements herein contained, the parties agree as follows:

1. **WORK TO BE PERFORMED.** Contractor shall furnish at Contractor's own expense all labor, materials, supplies, equipment, tools, transportation and other items of expense necessary to complete in a workmanlike manner all Work in accordance with the terms and conditions of the Contract, except for the labor, materials, supplies, equipment, tools, transportation and other items of expense as may be required to be furnished by the City. The Work is defined in detail in the Contract Documents, which govern the interpretation and performance of this Contract, but may be generally described as follows:

CIVIC CENTER SIGNAGE PROJECT RE-BID

Item Description: Provide, fabricate and install new monument and wayfinding signage at the Civic Center campus, located at 450 N. Rexford Drive, Beverly Hills, California 90210.

2. **CONTRACT DOCUMENTS.** This contract consists of this Form of Contract and the following Contract Documents, including all exhibits, appendices, addenda, drawings, specifications and documents therein and attachments thereto, all of which are by this reference incorporated herein and made a part of this Contract:

- SECTION 1: NOTICE INVITING BIDS**
- SECTION 2: INSTRUCTIONS TO BIDDERS**
- SECTION 3: SPECIAL CITY REQUIREMENTS**
- SECTION 4: GENERAL SPECIFICATIONS**
- SECTION 7: ADDITIONAL FORMS**
- APPENDIX B: SCOPE OF WORK**
- APPENDIX C: PAYMENT PROCEDURES**
- APPENDIX D: BID FORM**

as contained in City's Bid Document for Bid No. 13-22, dated January 18, 2013 and

- SECTION 5: BIDDER'S BID**
- SECTION 6: SIGNATURE PAGE AND LEGAL STATUS**

of Contractor's Bid in response thereto, all of which are incorporated herein by reference, and all of which shall comprise the Contract Documents for this Contract. If any item of the Scope of Work, Payment Schedule, or any other item of the Bid Package is modified by either of the parties or arrived at by negotiation between the parties, that item as finally agreed upon by the parties shall also become a Contract Document, it shall supersede the corresponding item of the Bid Package, if any, and it shall be subject to all terms and conditions of the Contract.

3. **PERFORMANCE PERIOD.** Contractor shall commence Work after execution of the Contract, and shall complete all Work in 60 calendar days from the date of Notice To Proceed as set forth in the Contract Documents.

4. PAYMENT. City shall pay Contractor as full consideration for the satisfactory performance by Contractor of all Work required under this Contract the sum of ONE HUNDRED SEVENTEEN THOUSAND TWO HUNDRED SEVENTY-SIX Dollars (\$117,276), payable as provided in the Contract Documents.

5. The City Manager or his designee shall administer the terms of the Agreement on behalf of the City.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed as of the date stated below.

DATED: _____

DATED: _____

CITY OF BEVERLY HILLS
"City"

"Contractor"

WILLIAM W. BRIEN M.D.
Mayor

By: _____

ATTEST:

By: _____

BYRON POPE
City Clerk

APPROVED TO FORM:

APPROVED AS TO CONTENT:

LAURENCE S. WIENER
City Attorney

JEFFREY KOLIN
City Manager

DAVID D. GUSTAVSON
Director of Public Works

ALAN SCHNEIDER
Director of Project Administration

KARL KIRKMAN
Risk Manager