



AGENDA REPORT

Meeting Date: October 3, 2013
Item Number: F-11
To: Honorable Mayor & City Council
From: Noel Marquis, Assistant Director of Administrative Services - Finance
Subject: **APPROVALS RELATED TO VARIOUS CITY PURCHASING AND BUDGET TRANSACTIONS AS DESCRIBED HEREIN**
Attachments: 1. Amendment

Item A. APPROVAL OF AMENDMENT NO. 2 TO THE AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND STEGEMAN & KASTNER, INC. FOR CONSULTING SERVICES RELATED TO TENANT IMPROVEMENTS AT THE 331 FOOTHILL ROAD OFFICE BUILDING; AND
APPROVAL OF A CHANGE ORDER TO STEGEMAN & KASTNER, INC. IN THE AMOUNT OF \$24,000 FOR A NOT TO EXCEED TOTAL OF \$226,500

RECOMMENDATION

It is recommended that the City Council approve an amendment with Stegeman & Kastner, Inc. for consulting services related to tenant improvements at the 331 Foothill Road Office Building and approve a change order in the amount of \$24,000 for a not to exceed total of \$226,500.

INTRODUCTION

The City currently has an agreement and purchase order with Stegeman & Kastner for consulting services related to tenant improvements at the 331 Foothill Road building. This Amendment No. 2 adds \$24,000 to the total funding to allow for the oversight of the last two (2) tenant improvement projects at the building. The original agreement in the amount of \$155,000 included consulting services for the following tenant and building improvements: oversight and coordination of the shell construction as it related to the leasable areas of the building, Participant Media 3rd floor tenant improvements, and, Google fourth floor tenant improvement.

Amendment No. 1 in the amount of \$47,500 increased the scope of work to include Participant Media's expansion to the 2nd floor including the installation of the interior staircase from the 2nd to the 3rd floor.

Amendment No. 2 in the amount of \$24,000 increases the scope of work to include tenant improvements related to Participant Media's expansion to the first floor and The Agency's tenant improvements on the first floor.

DISCUSSION

Stegeman & Kastner will assist Staff to coordinate, oversee and manage tenant improvements and base building repairs associated with the tenant improvements. The agreement also provides for consulting services for potential tenants with the tenant's specific space requirements and the tenant improvement construction process from design to occupancy. This agreement is an exception to the public bid requirement because it is a contract for professional services.

FISCAL IMPACT

Funds have been budgeted and are available for this purpose.


Noel Marquis

Approved By

Attachment 1

AMENDMENT NO. 2 TO THE AGREEMENT BETWEEN THE CITY OF
BEVERLY HILLS AND STEGEMAN & KASTNER, INC. FOR
CONSULTING SERVICES RELATED TO TENANT IMPROVEMENTS AT
THE 331 FOOTHILL ROAD OFFICE BUILDING

NAME OF CONTRACTOR: Stegeman & Kastner, Inc.

RESPONSIBLE PRINCIPAL OF CONSULTANT: Fritz Kastner, Chairman & Chief Executive Officer

CONSULTANT'S ADDRESS: 2601 Ocean Park Boulevard, Suite 300
Santa Monica, CA 90405
Attention: Fritz W. Kastner
Chairman and Chief Executive Officer

CITY'S ADDRESS: City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: Brenda Lavender
Real Estate & Property Manager

COMMENCEMENT DATE: April 1, 2010

TERMINATION DATE: December 31, 2013

CONSIDERATION: Original Agreement: Not to exceed \$155,000, including
reimbursables and based on the hourly rates set forth in
Exhibit B;

Amendment No. 1: Not to exceed an additional \$47,500;

Amendment No. 2: Not to exceed an additional \$24,000

Total not to exceed for Original Agreement, Amendment
No. 1 and Amendment No. 2: not to exceed \$226,500,
including reimbursables and based on the hourly rates set
forth in Exhibit B.

AMENDMENT NO. 2 TO THE AGREEMENT BETWEEN THE
CITY OF BEVERLY HILLS AND STEGEMAN & KASTNER, INC.
FOR CONSULTING SERVICES RELATED TO TENANT
IMPROVEMENTS AT THE 331 FOOTHILL ROAD OFFICE
BUILDING

This Amendment No. 2 is to that certain Agreement between the City of Beverly Hills, a municipal corporation (hereinafter called "CITY"), and Stegeman & Kastner, Inc. (hereinafter called "CONTRACTOR") dated May 4, 2010, and identified as Contract No. 156-10 as amended by letter dated March 21, 2011, letter dated November 20, 2012, and Amendment No. 1 dated January 29, 2013 and identified as Contract No. 25-13 for consulting services related to tenant improvements at the 331 Foothill Road Office Building ("Agreement"), copies of which are on file in the Office of the City Clerk.

RECITALS

A. CITY entered into the Agreement with CONTRACTOR for consulting services related to tenant improvements at the 331 Foothill Road Office Building on May 4, 2010 which was amended by letter March 21, 2011, letter dated November 20, 2012, and Amendment No. 1 dated January 29, 2013.

B. CITY desires to amend the Consideration for unanticipated additional services.

NOW, THEREFORE, the parties agree as follows:

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

Section 2. Except as specifically modified by Amendment No. 1 and this Amendment No. 2, the provisions of the Agreement shall remain in full force and effect.

EXECUTED the _____ day of _____ 2013, at Beverly Hills, California.

CITY OF BEVERLY HILLS
A Municipal Corporation

JOHN A. MIRISCH
Mayor of the City of Beverly Hills, California

ATTEST:

BYRON POPE
City Clerk

CONTRACTOR: STEGEMAN &
KASTNER, INC.

FRITZ W. KASTNER
Chief Executive Officer

RANDALL FULTON
Treasurer

APPROVED AS TO FORM:

LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

JEFFREY C. KOLIN
City Manager

KARL KIRKMAN
Risk Manager