



## AGENDA REPORT

**Meeting Date:** December 5, 2013  
**Item Number:** D-10  
**To:** Honorable Mayor & City Council  
**From:** Alan Schneider, Director of Project Administration   
**Subject:** APPROVAL OF THE AWARD OF CONTRACT TO SCHEA HOLDINGS INC. DBA: SIGNGROUP/ KARMAN FOR THE SANTA MONICA FIVE PARKING GARAGE SIGNAGE PROJECT; AND APPROVING PLANS AND SPECIFICATIONS THEREFOR; AND  
APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$257,518 TO SCHEA HOLDINGS INC. DBA: SIGNGROUP/ KARMAN FOR THE CONTRACT WORK  
**Attachments:** 1. Agreement

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### **RECOMMENDATION**

It is recommended that the City Council approve the "Award of a Contract to Schea Holdings Inc. dba: SignGroup/ Karman for the "Santa Monica Five Parking Garage Signage Project", Bid No. 14-07, in the amount of \$234,518; approve the construction contingency of \$23,000 and delegate the authority to approve change orders to the Director of the Department; approve the plans and specifications for the Project, dated October 15, 2013, which are adopted and approved with respect to design criteria; and approve a purchase order in the amount of \$257,518.

### **INTRODUCTION**

The 2013-14 Capital Improvement Program includes a project to address capital maintenance and improvements for the City's parking facilities geared toward improving operations and/or revenue. The proposed contract will replace the signage at the Santa Monica Five parking garages along Santa Monica Boulevard from Beverly Drive to Linden Drive, also known as the Santa Monica Five.

### **DISCUSSION**

Staff engaged the services of Follis Design Group to prepare plans and specifications for the Public Contracts Code bidding process. The work includes signage integral to the daily function of the structures. The project also includes pay station structures that

would be installed at each end of the structures over the existing pay stations to provide shade and protection from inclement weather.

The consultant's scope of services included the preparation of the plans and specifications for the project, which consists of directional, ADA, height limit and City shield signage for each structure.

On September 10, 2013, the City Council rejected bids for this project because the bids exceeded the limit of \$175,000 for the informal bidding process. Staff proceeded to re-bid the project utilizing the prequalification procedure under the State guidelines to obtain bids from experienced signage contractors for the fabrication and installation. 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.

Eleven firms applied for prequalification. After examination and scoring of the submissions (as defined in the State guidelines), four firms were prequalified by staff.

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

<u>Bidder</u>	<u>Base Bid</u>
SignGroup/ Karman	\$234,518
Superior Electric Advertising	\$332,135
Neiman & Co.	\$389,462

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 including the Civic Center Signage project.

Staff recommends that the base bid be accepted as the contract work. The total contract amount is \$234,518. In addition, a contingency of \$23,000 is recommended for change due to unforeseen conditions to complete the work. The consultant's pre-bid estimate was \$250,000

The bid documents specify a 90 calendar day completion period for the work, resulting in completion of the project in March 2014.

**FISCAL IMPACT**

Funding for this contract work has been budgeted from the fiscal year 2013-14 Capital Improvement Program budget for Parking Program Upgrades and Improvements, project #0786.

Don Rhoads   
Finance Approval

David E. Lightner   
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, and 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:

**SANTA MONICA BOULEVARD FIVE PARKING GARAGE SIGNAGE PROJECT**

Item Description: Fabrication and installation of signage and related graphics for the Santa Monica Boulevard Five Parking Garages located in 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**
- APPENDIX E: TECHNICAL SPECIFICATIONS**

as contained in City's Bid Document for Bid No. 14-07, dated June 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 90 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 Two Hundred Thirty Four Thousand Five Hundred Eighteen Dollars (\$234,518), 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"

SCHEA HOLDINGS INC.  
"Contractor"

\_\_\_\_\_  
JOHN A. MIRISCH  
Mayor

By: \_\_\_\_\_  
MICHAEL H. SCHACKNE  
President

ATTEST:

By: \_\_\_\_\_  
KATHRYN G. SCHACKNE  
Vice President/ Secretary

\_\_\_\_\_  
BYRON POPE  
City Clerk

APPROVED TO FORM:

APPROVED AS TO CONTENT:

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

\_\_\_\_\_  
JEFFREY C. KOLIN  
City Manager

\_\_\_\_\_  
DAVID E. LIGHTNER  
Deputy City Manager/ Director of  
Capital Assets

\_\_\_\_\_  
ALAN SCHNEIDER  
Director of Project Administration

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