



## AGENDA REPORT

**Meeting Date:** August 19, 2014

**Item Number:** D-18

**To:** Honorable Mayor & City Council

**From:** Charles Ackerman, Project Administrator

**Subject:** APPROVAL OF THE AWARD OF CONTRACT TO FAST TRACK CONSTRUCTION CORPORATION FOR THE FIRE STATION HEADQUARTERS IMPROVEMENT PROJECT; AND APPROVING PLANS AND SPECIFICATIONS THEREFOR; AND APPROVAL OF A PURCHASE ORDER TO FAST TRACK CONSTRUCTION CORPORATION FOR THE CONTRACT WORK IN THE TOTAL AMOUNT OF \$1,220,000.

**Attachments:**

1. Agreement
2. Categorical Exemption
3. Scope of Work (Base Bid & Alternates) Floor Plans

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### **RECOMMENDATION**

It is recommended that the City Council move to approve the award of a contract to the lowest responsible bidder Fast Track Construction Corporation for the Fire Station Headquarters Improvement Project, and approval of the construction contingency of \$150,000; and delegate the authority to approve change orders to the Director of Capital Assets, approve the plans and specifications for the Project, dated May 23, 2014, which are adopted and approved with respect to design criteria; and approve a purchase order in the amount of \$1,220,000.

### **INTRODUCTION**

Fire Station No. 1 (also referred to as Headquarters) was constructed as part of the Civic Center complex. The facility was completed for occupancy in early 1988 and at the time was considered a state-of-the-art fire facility. In the twenty-six years since, it has been occupied and in use twenty-four hours per day, seven days a week, as the Fire Department maintains a constant staffing of twenty-eight fire personnel, fifteen of whom work and reside at Headquarters. This facility arguably has the most consistent and heaviest utilization of any City building. There has been only minor renovation work done in this building in its history including the remodel of the Administration area and an

addition of Paramedics quarters and locker/shower room area on the second floor in 2009.

This project addresses specific areas including the main shower/locker room which has long been a source of leaking and caused ceiling material to fall on fire equipment on the apparatus floor below. The crews quarters have been occupied 24/7 and need updating. The turnout lockers used to store equipment required for firefighters are worn and no longer meet the size required to hold additional equipment.

The scope of the project is illustrated on the attached Floor Plans and including this project would only affect approximately 50% of the Fire Headquarters facility.

## **DISCUSSION**

The architectural firm, RTK Architects was engaged to provide the design services for the renovation including the complete design services, preparation of construction plans and specifications, and administration during construction. The plans and specifications call for the following scope of work:

- Remodel the main staff, Captains and women's shower/locker rooms including ceramic tile, plumbing fixtures, lockers, lighting and paint.
- Replace original existing turnout lockers with larger lockers to accommodate additional equipment required for Fire personnel
- Correct drainage issue to eliminate water intrusion in several areas of the Station and repair damaged walls and flooring
- Remodel Captains and Fire crews quarters including millwork, carpet, ceilings, lighting, carpet and paint and remodel laundry room to accommodate additional equipment and storage

The bid documents requested quotations for the base bid, compensatory delay, and three bid alternates. The base bid and the alternates are described as follows:

- Base bid is for the renovation of the second floor staff locker and shower facilities and includes ceramic tile, lighting, electrical, plumbing fixtures and paint. The base bid also includes the complete replacement of the original existing turnout lockers with larger lockers to accommodate additional equipment required for Fire staff and the correction of a drainage issue in to the stairwell on the south/east corner of the station.
- Alternate #1 – Remodel Captains locker/shower room including ceramic tile, plumbing fixtures, lockers, lighting and paint
- Alternate #2 – Remodel women's locker/shower room including ceramic tile, plumbing fixtures, lockers, lighting and paint and enlarge the laundry room on the second floor to accommodate additional laundry equipment
- Alternate #3 – Remodel crew quarters and captains quarters on the second floor including finishes, millwork, ceilings and lighting and carpet

For this project a prequalification procedure was utilized following the State guidelines. Among the items that the procedure required was construction with facilities occupied 24/7 in several recent, local, and similar completed projects. The process was advertised in the Beverly Hills newspapers, required trade journals and the pre-qualification

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documents were posted on the City's website. Four companies submitted prequalification packages with two successfully passing. Fast Track Construction Corporation and DLS Builders were pre-qualified for this project and attended the mandatory job walk and obtained bid documents for this project.

On June 26, 2014, two bids were received. The bids results are as follows:

<u>Bidder</u>	<u>Base Bid</u>	<u>Alt #1</u>	<u>Alt #2</u>	<u>Alt #3</u>	<u>Total Bid Amount</u>
Fast Track	\$568,000	\$104,000	\$138,000	\$260,000	\$1,070,000
DLS Builders	\$723,926	\$102,009	\$106,987	\$141,907	\$1,074,830

The low bidder, Fast Track Construction Corporation 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 and alternates #1, #2 and #3 be accepted as the contract work. The total contract amount is \$1,070,000. In addition, a contingency of \$150,000 (approximately 12% of the contract amount) is recommended for change due to unforeseen conditions to complete the work. The consultant's pre-bid estimate was \$1,000,000

The bid documents specify a 150 calendar day completion period for the work, resulting in completion of the project in February 2015.

The Department of Community Development has reviewed the project for environmental impact and concluded that the project qualifies for a categorical exemption under the procedures adopted by the City of Beverly Hills, and no further environmental assessment is necessary.

### **FISCAL IMPACT**

Funding for this contract work has been budgeted from the fiscal year 2014-15 Capital Improvement Program (CIP) budget Fire Station projects as follows:

Project #0585 – Fire Station Headquarters Maintenance & Improvements

\$542,340 – unencumbered carry-over funds

\$350,000 – new funding in FY 14-15 CIP

Project #0586 – Fire Station #2 Maintenance & Improvements

\$304,726 – unencumbered carry-over funds

Project #0587 – Fire Station #3 Maintenance & Improvements

\$382,511 – unencumbered carry-over funds

Previous CIP projects for Fire Stations #2 & #3 did not use all available funding and it is recommended that the unused funds be re-allocated for Headquarters to enable the full scope of work to be completed at this time.

\_\_\_\_\_  
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, Fast Track Construction Coporation a Coporation, whose address is 5857 Uplander Way, Culver City, CA.90230.

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:

**FIRE STATION HEADQUARTERS IMPROVEMENTS PROJECT**

Item Description: The interior remodel of selected areas of the City of Beverly Hills Fire Station Headquarters Building, located at 445 N. Rexford Drive, Beverly Hills, CA 90210, including crew and captains locker rooms and shower areas, turn-out lockers, shop flooring and wall repairs, laundry room remodel and crew and captains bedrooms.

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. 14-29, dated May 23, 2014 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 150 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 Million Seventy Dollars (\$1,070,000.00), 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"

FAST TRACK CONSTRUCTION CORP.  
"Contractor"

\_\_\_\_\_  
LILI BOSSE  
Mayor

By: \_\_\_\_\_

ATTEST:

By: \_\_\_\_\_

\_\_\_\_\_  
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

# **Attachment 2**



455 N. Rexford Drive  
Beverly Hills, CA 90210-4817  
(310) 285-1123  
FAX: (310) 858-5966

www.beverlyhills.org

**CITY OF BEVERLY HILLS**

**Categorical Exemption**

NAME OF PROJECT Fire Station Headquarters Improvement Project

LOCATION 445 N. Rexford Dr., Beverly Hills, California

TYPE OF BUSINESS (IF COMMERCIAL) Fire Station Head Quarters

PROJECT DESCRIPTION Interior Restroom/Locker Room Remodel, Interior Painting, Interior Ceiling Grid and Tile Replacement, Lighting replacement in select areas, Millwork replacement in sleeping quarters and Turn out locker replacement on apparatus floor

APPLICANT'S NAME City of Beverly Hills PHONE 310-285-1132

APPLICANT'S ADDRESS Project Administration 345 Foothill Road

CITY Beverly Hills, CA ZIP 90210

IF DIFFERENT, PROVIDE:

AGENT'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

AGENT'S ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_

The undersigned, having received this project for processing, has reviewed it for environmental impact and concluded that the project qualifies for a categorical exemption under the procedures adopted by the City of Beverly Hills and no further environmental assessment is necessary.

**Applicable Exemption Class** 1

COMMENTS Limited interior alterations to an existing municipal building.

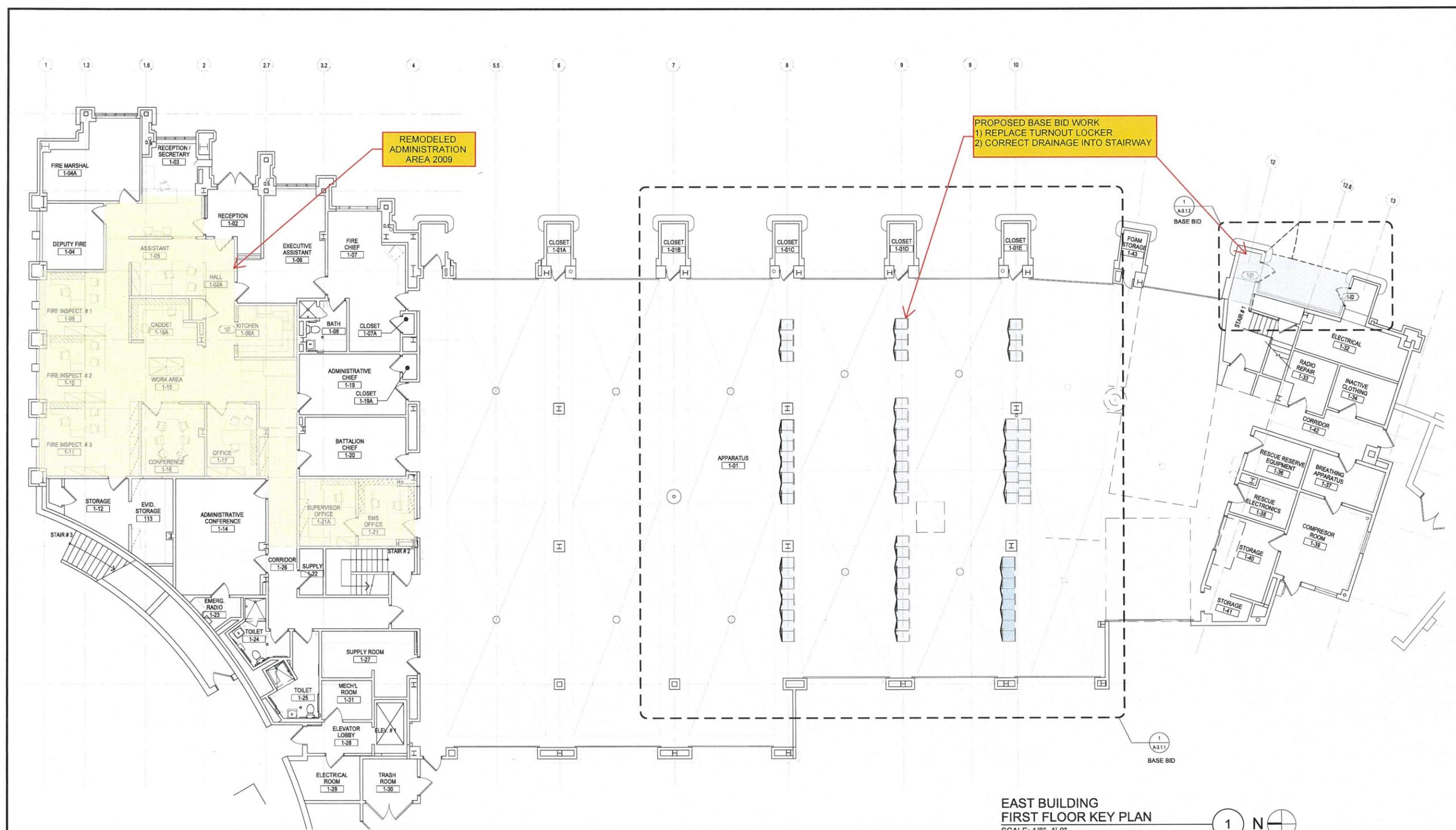
REVIEWED BY *[Signature]* Date 8/11/2014

# **Attachment 3**

No.	Date	By	Revision

Job No.	12087
Submital	
Issue Date	05.23.2014
Drawn By	
Checked By	MM

EAST BUILDING  
EXISTING/ DEMO FIRST FLOOR PLAN  
**BEVERLY HILLS FIRE STATION NO. 1**  
TENANT IMPROVEMENT  
445 REXFORD DRIVE  
BEVERLY HILLS, CA 90210



**EAST BUILDING  
FIRST FLOOR KEY PLAN**  
SCALE: 1/8" = 1'-0"

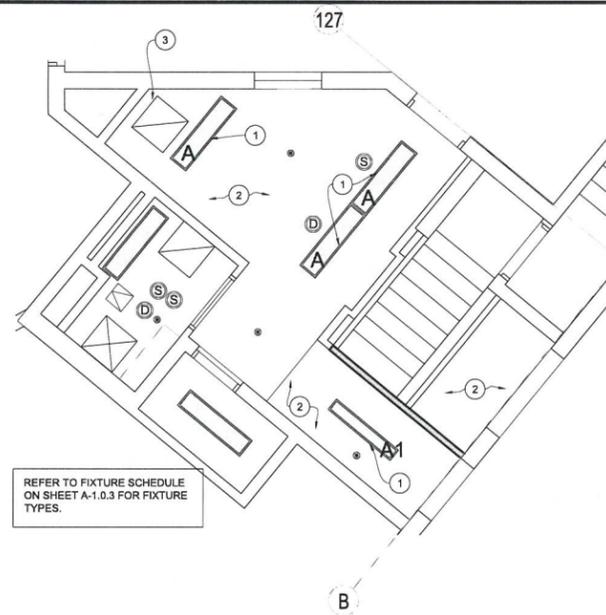
**PROJECT LEGEND:**

	INTERIOR ELEVATION		NEW ELEVATION		EXISTING WALL TO REMAIN		DOOR NUMBER		LEVEL DIFFERENCE
	ELEVATION DESIGNATION		EXISTING ELEVATION		EXISTING WALL TO BE REMOVED		WALL TYPE- REFER TO SHEET A-6.1.1		ELEVATION DESIGNATION
	BUILDING SECTION		ELEVATION DESIGNATION		NEW STUD WALL - REFER TO WALL TYPES.		FLOOR DRAIN		EXISTING POWER OUTLET
	WALL SECTION		DETAIL NUMBER		EXISTING DOOR - TO REMAIN.		EXISTING LIGHT SWITCH		DATA OUTLET
			SHEET NUMBER		NEW DOOR-REFER TO SCHEDULE		KEY NOTES		EXISTING ELEVATION
					EXISTING DOOR AND FRAME TO BE REMOVED, UNLESS NOTED OTHERWISE		NEW ELEVATION		

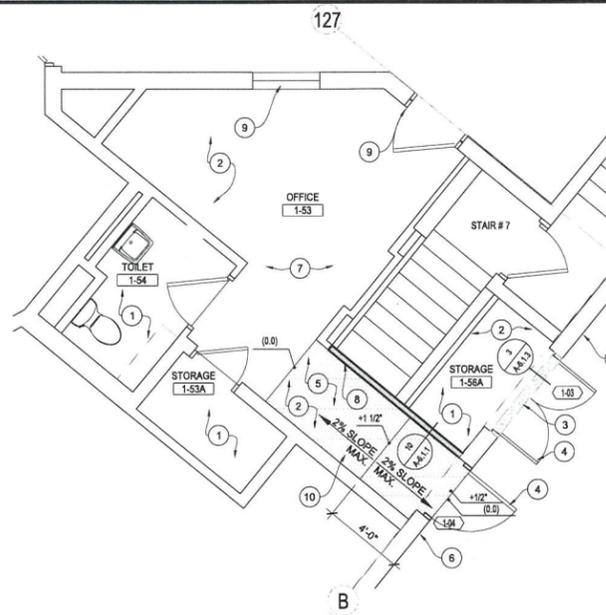
**GENERAL NOTES:**

- A. REFER TO ENLARGED PLANS AND REFERENCED DETAILS FOR ADDITIONAL INFORMATION.
- B. REFER TO DOOR SCHEDULE SHEET A5.1.1 FOR ADDITIONAL INFORMATION.
- C. CONTRACTOR TO CONFIRM PHASING PLAN SEQUENCING INCLUDING: LOCKER DEMOLITION AND NEW LOCKER INSTALL PRIOR TO WORK.

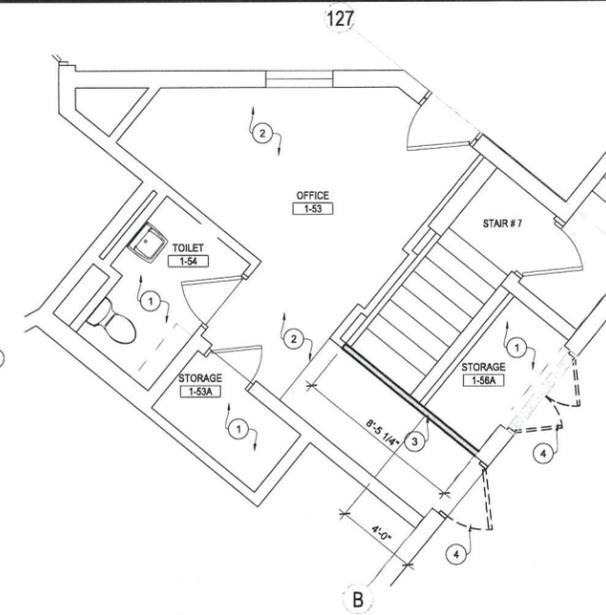




**PARTL. REFLECTED CEILING PL.**  
SCALE: 1/4" = 1'-0"  
4 N



**PARTIAL FLOOR PLAN**  
SCALE: 1/4" = 1'-0"  
3 N



**PARTIAL DEMOLITION PLAN**  
SCALE: 1/4" = 1'-0"  
2 N

**LIGHTING FIXTURES SCHEDULE**

TYPE	LAMP	MOUNTING	DESCRIPTION	MANUFACTURER	VOLTAGE	REMARKS
A	(2) FB32T8	CEILING RECESSED	1'x4' RECESSED DIRECT/INDIRECT LUMINAIRE WITH PERFORATED BASKET; (2) FLUORESCENT LAMPS, T8 LOW ANODIZED DIFFUSE SILVER	LITHONIA AV_-2-32-MRD-MVOLT-GEB10RS	UNIVERSAL 120/277	
A1	(3) 32 T8	SURFACE MOUNTED	HE WILLIAMS-VANDAL WRAP-12" WIDE	V12-16-4-3 43-DR-EB3-UNV	UNIVERSAL 120/277	
B	(2) FT40W	CEILING RECESSED	SAME AS TYPE A, EXCEPT 2' X 2' AND WITH (2) FLUORESCENT LAMPS, T5	LITHONIA 2AV_-2-CF40-MRD-MVOLT-GEB10RS	UNIVERSAL 120/277	
C	(3) F32T8	CEILING RECESSED	1'x4' RECESSED TROFFER TYPE, FLUORESCENT LUMINAIRE; (3) FLUORESCENT LAMPS, T8; ACRYLIC DIFFUSER & UL LISTED FOR WET LOCATION.	LITHONIA 2WRT_-2_U31-A12125-MVOLT-1/3-GEB10RS	UNIVERSAL 120/277	
D		WALL MOUNTED	4' LONG FLUORESCENT WET LOCATION FIXTURE	LITHONIA VDC-232-GEB101S-MVOLT	UNIVERSAL 120/277	
E		CEILING RECESSED	WET LOCATION COMPACT FLUORESCENT DOWNLIGHTS	LITHONIA 6HF-2/26DTT-F8LF73-MVOLT	UNIVERSAL 120/277	
F	(2) F17T8	SURFACE MOUNTED-WALL	VANITY LIGHT- CHROME AND WHITE ACRYLIC DIFFUSER (2) T8 BULBS	AXF: VERSATILE VANITY VSC217/225/232- MVOLT	UNIVERSAL 120/277	

- VERIFY ALL REQUIRED CLEARANCES BEFORE ORDERING ANY FIXTURES. NOTIFY ARCHITECT OF ANY DISCREPANCIES.
- REPLACE ALL LIGHT FIXTURES WITH NEW FIXTURE TYPES NOTED IN PLACE, UNLESS NOTED OTHERWISE. PROVIDE ALL LABOR AND MATERIAL TO REINSTALL AND RECONNECT TO EXISTING CIRCUITRY AND ASSOCIATED CONTROLS AS REQUIRED.
- PROVIDE WET LOCATION APPROVED FIXTURES AT ALL SHOWERS, TYP.

**LEGEND:**

EXISTING 24" x 24" T-BAR CEILING GRID TO REMAIN - TO BE PREP AND PAINTED.	NEW SUPPLY AIR GRILLE	EXISTING CEILING MOUNTED DATA (WIFI) TO REMAIN	EXISTING GYPSUM WALL SOFFIT TO REMAIN, UNLESS NOTED OTHERWISE.
(N) 24" x 48" RECESSED LIGHT FIXTURE REFER TO FIXTURE TYPE DESIGNATION	NEW RETURN AIR GRILLE	EXISTING CEILING MOUNTED STROBE TO REMAIN	NEW 5/8" TYPE 'X' GYPSUM WALL BOARD AT SHOWER CEILING TYP.
(N) 12" x 48" LIGHT FIXTURE REFER TO FIXTURE TYPE DESIGNATION	EXISTING WALL MOUNTED LIGHT FIXTURE TO REMAIN	EXISTING WALL MOUNTED STROBE TO REMAIN	EXISTING SPRINKLER - REFER TO KEY NOTE FOR ADDITIONAL INFORMATION.
(N) 24" x 24" RECESSED LIGHT FIXTURE REFER TO FIXTURE TYPE DESIGNATION	NEW WALL MOUNTED LIGHT FIXTURE	CEILING TILES CENTER OF STARTING POINT-FOR REFERENCE ONLY	CEILING ACCESS PANEL
NEW RECESSED LIGHT FIXTURE-REFER TO FIXTURE TYPE DESIGNATION-MATCH (E) IN DIAMETER.	EXISTING SMOKE DETECTOR TO REMAIN	EXISTING CEILING MOUNTED EXIT SIGN TO REMAIN	EXISTING WALL MOUNTED EXIT SIGN TO REMAIN
NEW RECESSED LIGHT FIXTURE-REFER TO FIXTURE TYPE DESIGNATION -MATCH (E) IN DIAMETER.	EXISTING SPEAKER TO REMAIN		
NEW RECESSED LIGHT FIXTURE-REFER TO FIXTURE TYPE DESIGNATION -MATCH (E) IN DIAMETER.	EXISTING CEILING MOUNTED ALARM LIGHT TO REMAIN		
	EXISTING WALL MOUNTED ALARM LIGHT TO REMAIN		

**FLOOR PLAN KEY NOTES:**

- EXISTING FLOORING TO REMAIN.
- REPAINT ENTIRE ROOM (WALLS AND CEILING)- REFER TO SPECIFICATIONS.
- NEW CONCRETE CURB
- NEW DOOR AND FRAME PER SCHEDULE.
- NEW BUILT UP STONHARD SYSTEM OVER EXISTING CONCRETE SLAB - REFER TO SPECIFICATIONS.
- PREP AND PAINT EXISTING WALL FROM INSIDE CORNER TO INSIDE CORNER, FULL HEIGHT.
- NEW RESINOUS FLOORING BY STONHARD, NO BUILD-UP REQUIRED.
- NEW METAL STUD WALL, ON NEW CONCRETE CURB. REFER TO DETAIL 10/A6.1.1
- PREP AND PAINT INTERIOR OF EXISTING WINDOW AND / OR DOOR AND FRAME TO MATCH EXISTING COLOR.

**REFLECTED CEILING KEY NOTES:**

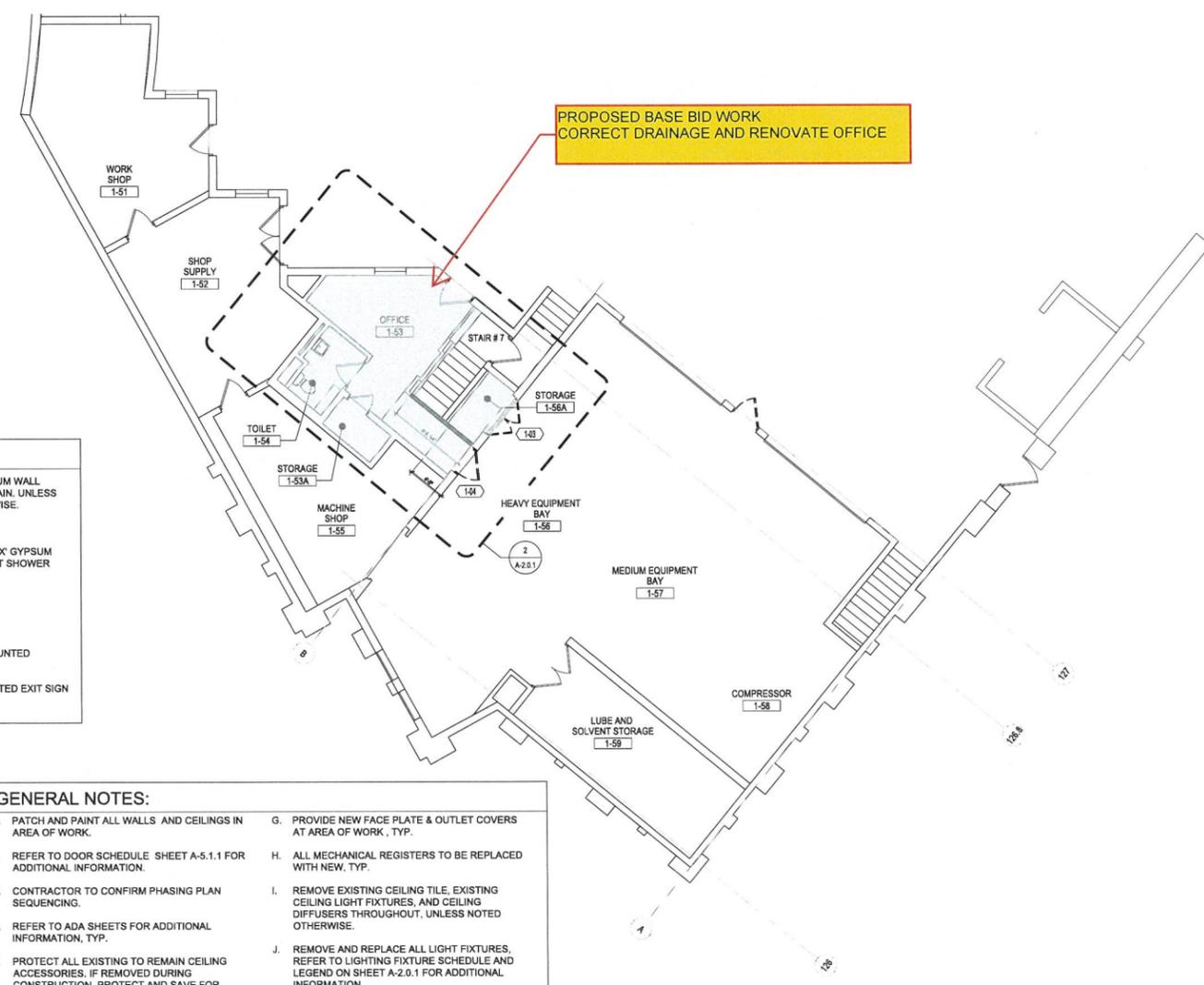
- NEW RECESSED LIGHT FIXTURES AT LOCATIONS OF EXISTING, REFER TO LIGHT FIXTURE SCHEDULE. NOTE: ONLY LIGHT FIXTURES DESIGNATED WITH A FIXTURE TYPE ARE TO BE REPLACED.
- PREP AND PAINT CEILING THROUGHOUT.
- NEW MECHANICAL REGISTERS, REFER TO SPECIFICATIONS.

**DEMOLITION PLAN KEY NOTES:**

- EXISTING FLOORING TO REMAIN.
- REMOVE EXISTING VINYL TILE AND RUBBER BASE THROUGHOUT. FLOOR TO BE PREPPED TO RECEIVE NEW RESINOUS FLOOR. FOLLOW MANUFACTURERS RECOMMENDED INSTRUCTIONS -REFER TO SPECIFICATIONS.
- REMOVE MOISTURE DAMAGED DRYWALL & METAL STUDS.
- REMOVE EXISTING DOOR, FRAME AND THRESHOLD.

**GENERAL NOTES:**

- PATCH AND PAINT ALL WALLS AND CEILINGS IN AREA OF WORK.
- REFER TO DOOR SCHEDULE SHEET A-5.1.1 FOR ADDITIONAL INFORMATION.
- CONTRACTOR TO CONFIRM PHASING PLAN SEQUENCING.
- REFER TO ADA SHEETS FOR ADDITIONAL INFORMATION, TYP.
- PROTECT ALL EXISTING TO REMAIN CEILING ACCESSORIES. IF REMOVED DURING CONSTRUCTION, PROTECT AND SAVE FOR REINSTALLATION.
- REFER TO ELEVATIONS FOR ADDITIONAL INFORMATION.
- PROVIDE NEW FACE PLATE & OUTLET COVERS AT AREA OF WORK, TYP.
- ALL MECHANICAL REGISTERS TO BE REPLACED WITH NEW, TYP.
- REMOVE EXISTING CEILING TILE, EXISTING CEILING LIGHT FIXTURES, AND CEILING DIFFUSERS THROUGHOUT, UNLESS NOTED OTHERWISE.
- REMOVE AND REPLACE ALL LIGHT FIXTURES, REFER TO LIGHTING FIXTURE SCHEDULE AND LEGEND ON SHEET A-2.0.1 FOR ADDITIONAL INFORMATION.



**WEST BUILDING FIRST FLOOR KEY PLAN**  
SCALE: 1/8" = 1'-0"  
1 N

**RTK Architects, Inc.**  
Architecture • Planning • Interior  
www.rtkarchitects.com  
3875 Landmark St. Ste #400 Culver City, CA 90232 310 / 837-3606

No.	Date	By	Revision

Job No.	12087
Submital	
Issue Date	05.23.2014
Drawn By	
Checked By	MM

WEST BUILDING EXISTING/DEMO FIRST FLOOR PLAN  
**BEVERLY HILLS FIRE STATION NO. 1**  
TENANT IMPROVEMENT  
445 REXFORD DRIVE  
BEVERLY HILLS, CA 90210

**A-2.0.1**  
05.23.2014