



AGENDA REPORT

Meeting Date: November 4, 2014
Item Number: D-9
To: Honorable Mayor & City Council
From: Alan Schneider, Director of Project Administration *AS*
Subject: APPROVAL OF AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND HKA ELEVATOR CONSULTING, INC. FOR ELEVATOR CONSULTING SERVICES FOR VARIOUS CITY FACILITIES; AND
APPROVAL OF A CHANGE PURCHASE ORDER IN THE AMOUNT OF \$87,750 TO HKA ELEVATOR CONSULTING, INC. FOR THE SERVICES

Attachments:

1. Agreement
2. Categorical Exemption

RECOMMENDATION

Staff recommends that the City Council move to approve Amendment No. 1 to the agreement between the City of Beverly Hills and HKA Elevator Consulting, Inc. for elevator modernization design consulting services related to various City elevators, and approve a Change Purchase Order in the amount of \$87,750 for these services. Total consulting services related to this project are not to exceed \$134,250.

INTRODUCTION

The proposed amendment to the agreement with HKA Elevator Consulting addresses elevator equipment in City buildings and parking structures that requires reliable service to meet the necessary vertical transportation in facilities. This is the third phase of a planned four-phase program.

DISCUSSION

An agreement for an amount of \$46,500 was executed with HKA Elevator Consulting under the City Manager signature authority to survey and assess the condition of existing elevator equipment to determine the appropriate modernization and/or repairs necessary. The agreement established the scope of services in the first two phases.

Phase 1 of the modernization program addressed the following elevators and was completed on September 23, 2014:

- Police Facility at 464 N. Rexford Drive – three geared elevators
- Crescent Parking Garage at 333 N. Crescent Drive – two geared elevators
- Camden Parking Garage at 440 N. Camden Drive – two geared elevators

Phase 2 contract was awarded on May 20, 2014 and is currently underway at these locations:

- Bedford Parking Garage at 461 N. Bedford Drive – two geared elevators
- South Beverly Parking Garage at 216 S. Beverly Drive – two geared elevators
- City Hall at 455 N. Rexford Drive – two geared elevators

The proposed amendment for phase 3 consulting services includes the following services to continue the modernization program:

- Modernization Documents – establish the design and detail of cars, entrances and operating fixtures; and provides performance type bidding specifications suitable for obtaining bids from qualified companies.
- Bidding Services – conduct pre-bid conference with contractors to familiarize them with existing conditions and documents; assist with any questions that may arise during the bidding process; and analyze the elevator bids and recommendation of contract award.
- Modernization Monitoring Services – review elevator contractor's submittals for the purpose of checking for conformance with the design; make site visits to check performance standards and conduct tests to determine if the vertical transportation equipment complies with the contract performance requirements.

The elevators to be modernized under Amendment No. 1 are located at:

- Beverly-Canon Parking Garage at 438 N. Beverly Drive – two geared elevators, and 439 N. Canon Drive – two geared elevators
- N. Beverly Parking Garage at 345 N. Beverly Drive – two geared elevators
- Brighton Way Parking Garage at 9510 Brighton Way – two geared elevators
- Fire Headquarters at 445 N. Rexford Drive– two hydraulic elevators
- Library at 444 N. Rexford Drive– one hydraulic elevator
- Police Facility at 464 N. Rexford Drive– three hydraulic elevators
- Santa Monica 5 Parking – five wheelchair lifts

The fee proposal for the above services under Amendment No. 1 is \$87,750. The total of the original agreement and this amendment is \$134,250.

The Consultant reports that modernization documents will be completed in six weeks and the bidding process will follow.

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.

Meeting Date: November 4, 2014

FISCAL IMPACT

Funding for this amendment is allocated in the fiscal year 2014-15 Capital Improvement Program (CIP) budget for project #0937, City Elevator Replacement and Upgrades.

David E. Lightner 

Approved By

Attachment 1

AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN THE CITY
OF BEVERLY HILLS AND HKA ELEVATOR CONSULTING, INC.
FOR ELEVATOR CONSULTING SERVICES FOR VARIOUS CITY
FACILITIES

NAME OF CONSULTANT: HKA Elevator Consulting, Inc.

RESPONSIBLE PRINCIPAL OF CONSULTANT: Alan Taylor, Principal/Vice President

CONSULTANT'S ADDRESS: 23211 South Pointe Drive
Laguna Hills, CA 92653
Attention: Alan Taylor

CITY'S ADDRESS: City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: David Lightner, Deputy City Manager/
Director of Capital Assets

COMMENCEMENT DATE: Upon Written Notice To Proceed

TERMINATION DATE: June 30, 2015

CONSIDERATION: Original Agreement:
Not to exceed \$43,500.00, including all reimbursable
expenses and described in Exhibit B;
Contingency for additional work not to exceed
\$3,000.00,
As more particularly described in Exhibit B;

Amendment No. 1:
Not to exceed \$84,750.00, including all reimbursable
expenses and described in Exhibit B;
Contingency for additional work not to exceed
\$3,000.00,
As more particularly described in Exhibit B;

Total not to exceed \$87,750.00

Total amount of Agreement and Amendment No. 1
not to exceed \$134,250

AMENDMENT NO. 1 TO THE AGREEMENT BETWEEN THE CITY
OF BEVERLY HILLS AND HKA ELEVATOR CONSULTING, INC.
FOR ELEVATOR CONSULTING SERVICES FOR VARIOUS CITY
FACILITIES

THIS AGREEMENT is made by and between the City of Beverly Hills
(hereinafter called "CITY"), and, Inc. (hereinafter called "CONSULTANT").

This Amendment No. 1 is to that certain Agreement between the City of Beverly
Hills ("CITY"), a municipal corporation, and HKA Elevator Consulting, Inc.
("CONSULTANT"), a corporation, for consulting services related to elevator modernization of
City elevators for various City facilities, dated December 3, 2013 and identified as Contract No.
480-13, ("Agreement"), a copy of which is on file in the City Clerk's office.

RECITALS

A. CITY entered into a written agreement with CONSULTANT on
December 3, 2013 for architectural and engineering design services related to the elevator
modernization of City elevators (the "Project").

B. CITY now desires to amend the Scope of Services, the Termination Date
and increase the compensation for the additional services.

NOW, THEREFORE, the parties agree as follows:

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

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

Section 3. Exhibit A, the Scope of Work, shall be amended as attached hereto
and incorporated herein.

Section 4. Exhibit B, Schedule of Payment and Rates, shall be amended as attached hereto and incorporated hereto.

Section 5. Except as expressly modified by the Amendment No. 1, all of the provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the _____ day of _____ 2014, at Beverly Hills, California.

“CITY”:
CITY OF BEVERLY HILLS, a municipal corporation

LILI BOSSE
Mayor of the City of Beverly Hills, California

ATTEST:

BYRON POPE
City Clerk

“CONSULTANT”:
HKA ELEVATOR CONSULTING, INC.

JOHN W. REYNOLDS
President

ALYCE ALLEN
Secretary/Treasurer

APPROVED AS TO FORM:

LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

JEFFREY C. KOLIN
City Manager

DAVID LIGHTNER
Deputy City Manager/Director of Capital Assets

KARL KIRKMAN
Risk Manager

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EXHIBIT A
SCOPE OF WORK

CONSULTANT shall perform the following services:

ORIGINAL AGREEMENT

PROJECT SCOPE

Elevator service in City buildings and parking structures requires reliable service to meet the necessary vertical transportation in facilities serving the public and staff. Surveying the equipment and determining appropriate modernization and/or repairs were completed under previous consultant agreement through RTK Architects. CONSULTANT's proposed scope of services includes modernization performance-type bidding specifications and field verification of actual modernization projects.

SCOPE OF SERVICES

PHASE 1:

Provide elevator consulting services in connection with survey and modernization of the following City of Beverly Hills properties.

1. Police Facility, 464 N. Rexford Drive – Three geared elevators
2. Crescent Parking Garage, 333 N. Crescent Drive – Two geared elevators
3. Camden Parking Garage, 440 N. Camden Drive – Two geared elevators

BASIC SERVICES:

MODERNIZATION PHASE SERVICES:

1. Review elevator contractor's submittals such as shop drawings, product data and other submissions for the purpose of checking for conformance with the design concept expressed in the contract documents. Comments for appropriate action will be made and then returned to the Architect for final action.
2. Make one site visit per elevator to become generally familiar with the progress and quality of the work completed to date. Determine, in general, if the work is being performed in a manner indicating that the work, when completed, will be in accordance with the contract documents.
3. Make a final site visit upon completion to check performance standards and conduct tests to determine if the vertical transportation equipment complies with the contract performance requirements. Reports and itemized punch-lists will be provided after each visit.

Fee breakdown:

Modernization Phase \$10,500

PHASE 2:

Provide elevator consulting services in connection with survey and modernization of the following City of Beverly Hills properties.

1. Bedford Parking Garage, 461 N. Bedford – Two geared elevators
2. South Beverly Parking Garage, 216 S. Beverly Dr. – Two geared elevators
3. City Hall, 455 Rexford – Two geared elevators

BASIC SERVICES:

MODERNIZATION DOCUMENT PHASE:

1. Establish with the CITY the design and detail of cars, entrances and operating fixtures, all considerations of the life safety program, security and other details, which will be covered in the specifications.
2. Provide Modernization performance type bidding specifications suitable for obtaining bids from qualified companies and prepared to City's format. The specifications will incorporate all features previously outlined and will include the highest applicable standards of operating and dispatching. Possible economies by use of pre-engineered units will be considered, if applicable.

BIDDING PHASE:

1. Conduct pre-bid conference and job walk through with contractors to familiarize them with existing conditions and documents.
2. Assist with any questions that may arise during the bidding process pertaining to the Contract Documents.
3. Assist in preparation of bulletin or addendum documents.
4. Analyze the elevator bids and provide a written report and recommendation of contract award.

MODERNIZATION PHASE SERVICES:

1. Review elevator contractor's submittals such as shop drawings, product data and other submissions for the purpose of checking for conformance with the design concept expressed in the contract documents. Comments for appropriate action will be made and then returned to the Architect for final action.
2. Make one site visit per elevator to become generally familiar with the progress and quality of the work completed to date. Determine, in general, if the work is being performed in a manner indicating that the work, when completed, will be in accordance with the contract documents.

3. Make a final site visit upon completion to check performance standards and conduct tests to determine if the vertical transportation equipment complies with the contract performance requirements. Reports and itemized punch-lists will be provided after each visit.

Fee breakdown:

| | |
|------------------------------------|----------|
| Modernization Document Phase | \$19,500 |
| Bidding Phase | \$4,500 |
| Modernization Phase..... | \$9,000 |

AMENDMENT NO. 1

PROJECT SCOPE: Provide elevator consulting services in connection with survey and modernization of the following City of Beverly Hills properties:

A. TRACTION GEARED ELEVATORS

1. 439 N. Canon Dr. – Two geared elevators
2. 438 N. Beverly Dr. – Two geared elevators
3. 345 N. Beverly Dr. – Two geared elevators
4. 9510 Brighton Way – Two geared elevators

BASIC SERVICES:

MODERNIZATION DOCUMENT PHASE:

1. Establish with the Client the design and detail of cars, entrances and operating fixtures, all considerations of the life safety program, security and other details, which will be covered in the specifications.
2. Provide Modernization performance type bidding specifications suitable for obtaining bids from qualified companies and prepared to Client's format. The specifications will incorporate all features previously outlined and will include the highest applicable standards of operating and dispatching. Possible economies by use of pre-engineered units will be considered, if applicable.

BIDDING PHASE:

1. Conduct pre-bid conference and job walk through with contractors to familiarize them with existing conditions and documents.
2. Assist with any questions that may arise during the bidding process pertaining to the Contract Documents.
3. Assist in preparation of bulletin or addendum documents.
4. Analyze the elevator bids and provide a written report and recommendation of contract award.

MODERNIZATION PHASE SERVICES:

1. Review elevator contractor's submittals such as shop drawings, product data and other submissions for the purpose of checking for conformance with the design concept expressed in the contract documents. Comments for appropriate action will be made and then returned

- to the Architect for final action.
- 2. Make one site visit per elevator to become generally familiar with the progress and quality of the work completed to date. Determine, in general, if the work is being performed in a manner indicating that the work, when completed, will be in accordance with the contract documents.
- 3. Make a final site visit upon completion to check performance standards and conduct tests to determine if the vertical transportation equipment complies with the contract performance requirements. Reports and itemized punch-lists will be provided after each visit.

Fee Breakdown:

| | |
|--|--------------|
| Modernization Document Phase | \$26,000 |
| Bidding Phase | \$6,000 |
| Modernization Phase..... | \$12,000 |
| TOTAL for Traction Geared Elevators..... | \$44,000 |

B. HYDRAULIC ELEVATORS

- 1. 445 N. Rexford Dr. Fire HQ – Two hydraulic elevators
- 2. 444 N. Rexford Dr. Library – One hydraulic elevators
- 3. 464 N. Rexford Dr. Police Facility – Three Hydraulic elevators
- 4. Santa Monica 5 Parking – Five Wheel Chair lifts

BASIC SERVICES:

MODERNIZATION DOCUMENT PHASE:

- 1. Establish with the Client the design and detail of cars, entrances and operating fixtures, all considerations of the life safety program, security and other details, which will be covered in the specifications.
- 2. Provide Modernization performance type bidding specifications suitable for obtaining bids from qualified companies and prepared to Client's format. The specifications will incorporate all features previously outlined and will include the highest applicable standards of operating and dispatching. Possible economies by use of pre-engineered units will be considered, if applicable.

BIDDING PHASE

- 1. Conduct pre-bid conference and job walk through with contractors to familiarize them with existing conditions and documents.
- 2. Assist with any questions that may arise during the bidding process pertaining to the Contract Documents.
- 3. Assist in preparation of bulletin or addendum documents.
- 4. Analyze the elevator bids and provide a written report and recommendation of contract award.

MODERNIZATION PHASE SERVICES:

- 1. Review elevator contractor's submittals such as shop drawings, product data and other

submissions for the purpose of checking for conformance with the design concept expressed in the contract documents. Comments for appropriate action will be made and then returned to the Architect for final action.

2. Make one site visit per elevator to become generally familiar with the progress and quality of the work completed to date. Determine, in general, if the work is being performed in a manner indicating that the work, when completed, will be in accordance with the contract documents.
3. Make a final site visit upon completion to check performance standards and conduct tests to determine if the vertical transportation equipment complies with the contract performance requirements. Reports and itemized punch-lists will be provided after each visit.

Fee Breakdown:

| | |
|--|--------------|
| Modernization Document Phase | \$22,750 |
| Bidding Phase | \$6,000 |
| Modernization Phase..... | \$12,000 |
| TOTAL for Hydraulic Elevators..... | \$40,750 |

EXHIBIT B

SCHEDULE OF PAYMENT AND RATES

CONSULTANT shall be paid for the satisfactory performance of services under this Amendment No. 1, an amount not to exceed Eighty Four Thousand Seven Hundred Fifty Dollars (\$84,750) including all reimbursable expenses, based on the services described in Exhibit A.

The Contingency in an amount not to exceed Three Thousand Dollars (\$3,000) is for additional, unforeseen and unanticipated work outside the scope of services described in Exhibit A, and shall not be undertaken without the express direction by the City in writing. Compensation for said additional work shall be based on the hourly rates mutually agreed upon by the parties in writing:

| | |
|--------------------|-------|
| Principal: | \$250 |
| Consultants: | \$190 |
| Drafting services: | \$ 95 |

The hourly rates set forth herein shall be increased by 5% at the first of each year unless otherwise negotiated.

In no event shall the Fee and the Contingency for Amendment No. 1 not exceed Eighty Seven Thousand Seven Hundred Fifty Dollars (\$87,750).

Total compensation under Amendment No. 1 and this Agreement shall not exceed Ninety Seven Thousand Two Hundred Fifty Dollars (\$134,250.00).

Attachment 2



www.beverlyhills.org

COMMUNITY DEVELOPMENT DEPARTMENT

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

CITY OF BEVERLY HILLS

Categorical Exemption

NAME OF PROJECT Elevator Modernization for City Facilities Project

LOCATION 438 N. Beverly Dr./439 N. Canon Dr.; 345 N. Beverly Dr.; 9510 Brighton Way; 464 N. Rexford Dr.; 445 N. Rexford Dr. and 444 N. Rexford Dr., Beverly Hills, California

TYPE OF BUSINESS (IF COMMERCIAL) Beverly Hills Parking Garages and Facilities

PROJECT DESCRIPTION Modernization of elevator equipment including gearless hoist machines, new controls, selectors and other associated parts.

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 Class 1(d) (15301) Existing Facilities

COMMENTS Class 1 includes the rehabilitation of mechanical equipment-- in this case, elevator equipment--to meet current standards.

REVIEWED BY *Arthuro de la Jove* Date 10/16/14