



STAFF REPORT

Meeting Date: June 16, 2015
To: Honorable Mayor & City Council
From: Chad Lynn, Assistant Director, Public Works Services
Daniel E. Cartagena, Senior Management Analyst *DEC*
Subject: Emergency Repair Work at the City's Library Facility
Attachments: 1. Memo from Interim City Manager, Mahdi Aluzri

INTRODUCTION

Emergency contract work is scheduled at the Library to replace air conditioning chilled water coils part of the building's Heating, Air Conditioning and Ventilation (HVAC) system. This is an informational item notifying the City Council that this work required immediate response and pursuant to the Beverly Hills Municipal Code ("B.H.M.C.") the City Manager authorized this work to precede without bidding or prior City Council authorized expenditures.

DISCUSSION

During the last week of April, Terry Wagner, Facilities Maintenance Manager and Dan Cotton, Chief Building Engineer (DMS Facilities Services) were contacted to respond to increasing air temperatures at the City's Library Facility. During a site visit the coil system which delivers chilled water to this facility related to the Heating Ventilation and Air Conditioning (HVAC) system was found to be functioning at only 25% capacity. Upon further inspection the coil system was determined to have sediments clogging the system. Due to the age of the coils, the increasing and spreading corrosion, and the history of clogs and intermittent repairs over the past month it was determined that the coils could not be cleared again without risking damage to the larger HVAC system and possibly the facility itself.

On May 8th, Interim City Manager Mahdi Aluzri circulated a memo to the City Council (Attachment 1). Since that time, staff continued finalizing a detailed scope of work and verifying the costs for the project. As a result, the cost of the project is reduced from the amount previously reported. The revised project cost is \$93,944 down from the May 8th project's cost of \$97,739.

On May 14, 2015, the City received a proposal from Advanced Centrifugal Systems, Inc., an HVAC vendor with an on-call service contract for City facilities, in the amount of \$44,004 for the necessary parts, including a three (3) week lead time for delivery.

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Earlier deliveries were available, however they required between a 50% and 100% surcharge. Based on the predicted weather profile, temperatures were trending approximately 10 degrees below average, leading staff to opt for the three (3) week lead time and pricing. Labor related to the removal and installation of the new coil is estimated at \$49,940 for a total project cost of \$93,944.

In coordination with Building Engineering, Facilities Maintenance and Community Services/Library, it was determined that the potential failure of these building systems required immediate response and repair. The City has provided verbal authorization to order the necessary parts and a formal agreement is prepared for the necessary on-site labor.

Parts arrived at the vendor's workshop the week of June 8th and fabrication for the customized installation began at that time. Installation is in the process of being scheduled for the week of June 15th with an estimated completion date of June 19th. On-site work is estimated to take one day and have minimal visitor and employee impacts in the Library.

FISCAL IMPACT

Approval of the emergency agreement will be an additional \$93,944 of expenditures in Facilities' Ongoing Contractual Services. Costs will be covered by existing program budget.

RECOMMENDATION

No action needed as this is an informational item.

George Chavez
Approved By



Attachment 1



CITY OF BEVERLY HILLS
PUBLIC WORKS SERVICES

MEMORANDUM

TO: Honorable Mayor and City Council
FROM: Mahdi Aluzri, Interim City Manager *MA*
Chad Lynn, Assistant Director of Public Works Services
DATE: May 18, 2015
SUBJECT: Emergency Repair Work at the City's Library Facility

This memo is to notify the City Council of emergency contract work that is in the process of being executed and completed within the next three weeks. This work required immediate response and will therefore be awarded under the following process.

The Municipal Code authorizes the City Manager to order the repair of a public facility in an emergency, without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. (B.H.M.C. 3-3-303.) If that action is ordered and no notice for bids is given, the City Manager must report to the City Council within a specified time period the reasons justifying why the emergency did not permit a delay resulting from a competitive solicitation for bids and why the action was necessary to respond to the emergency. (Public Contract Code § 22050(b)(3).

Below details emergency repair work that was required at the subject address.

During the last week of April, Terry Wagner, Facilities Maintenance Manager and Dan Cotton, Chief Building Engineer (DMS Facilities Services), were contacted to respond to increasing air temperatures at the City's Library Facility. During a site visit the coil system which delivers chilled water to this facility related to the Heating Ventilation and Air Conditioning (HVAC) system was found to be functioning at only 25% capacity. Upon further inspection the coil system was determined to have sediments clogging the system. Due to the age of the coils, the increasing and spreading corrosion, and the history of clogs and intermittent repairs over the past month it was determined that the coils could not be cleared again without risking damage to the larger HVAC system and/or the facility itself.

City staff has deployed fans and the Building Engineering Group has been able to use ambient air when the exterior air temperature is below the interior air temperature to

cool the Library facility. On May 5, 2015 the City received a proposal from Advanced Centrifugal System, Inc., an HVAC vendor with an on-call service contract for City facilities, in the amount of \$44,599 for the necessary parts, including a three (3) week lead time for delivery; a five day lead included a 50% premium markup and a 3 day lead included a 100% premium markup from the parts supplier. Based on the current weather profile for the past month, temperatures are trending approximately 10 degrees below average, leading staff to opt for the three (3) week lead time and pricing. Labor related to the removal and installation of the new coil is estimated at \$53,140 for a total estimated project cost of \$97,739.

In coordination with Building Engineering, Facilities Maintenance and Community Services/Library, it was determined that the failure of these building systems required immediate response and repair. The City has provided verbal authorization to order the necessary parts and a formal agreement is being prepared for the necessary on-site labor.

A Study Session Item with additional information and final costs will be placed on the meeting agenda for the June 8, 2015.