



AGENDA REPORT

Meeting Date: October 2, 2007
Item Number: F-5
To: Honorable Mayor & City Council
From: Alan Schneider, Director of Project Administration
Subject: RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS
AWARDING A CONTRACT TO RAGLAND CONSTRUCTION CO.,
INC. FOR THE PUBLIC WORKS FACILITY OFFICE IMPROVEMENTS
PHASE 2 AND APPROVING PLANS AND SPECIFICATIONS
THEREFOR

AND APPROVE A PURCHASE ORDER IN THE AMOUNT OF \$65,495
TO RAGLAND CONSTRUCTION CO., INC. FOR THE CONTRACT
WORK

Attachments:

1. Resolution
2. Agreement
3. Categorical Exemption

RECOMMENDATION

It is recommended that the City Council adopt the resolution awarding a contract to Ragland Construction Co., Inc., in the amount of \$57,495 and approve the contingency of \$8,000 for phase 2 of the Public Works Facility office improvements at 345 Foothill Road.

INTRODUCTION

The proposed contract will provide the space necessary to facilitate the relocation of the Transportation Division staff of the Public Works and Transportation Department to the Public Works Facility.

DISCUSSION

One of the recommendations stated in the department's management study by Matrix Consulting Group is to bring together all divisions of the Public Works and Transportation Department under one common roof to improve management. In April 2007, a contract was awarded for the first phase of office improvements to the Public Works Facility to enable the relocation of the Engineering Division staff. The remodel work is completed and staff moved from City Hall on September 19, 2007.

The second phase of this program is to modify the southwest portion of the second floor to accommodate relocation of the Transportation Division staff. The Customer Service functions, however, will remain in City Hall.

The construction work consists of demolishing several office partitions and reducing the size of a conference room to create four offices for management staff.

Pursuant to the Uniform Construction Cost Accounting Act, an informal bid process was administered. Bid notices were sent to a list of prospective bidders, who had expressed interest in bidding City projects or had previously performed work for the City. Five firms were notified of this work and two bids were received:

	<u>Lump Sum Base Bid</u>
Ragland Construction Co., Inc.	\$57,495
Sea Pac Engineering	\$125,000

The low bidder, Ragland Construction Co., Inc., submitted a 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.

The staff's informal cost estimate for this work was \$50,000, on the low end of the bids received.

The bid documents specifies a 45 calendar day completion period for the work, resulting in completion of the project at the end of November 2007.

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 allocated from the FY 07-08 Capital Improvement Program budget from project #851.



Scott G. Miller
Finance Approval



David D. Gustavson
Approved By

RESOLUTION 07-R-

**RESOLUTION OF THE COUNCIL OF THE CITY OF BEVERLY HILLS
AWARDING A CONTRACT TO RAGLAND CONSTRUCTION CO., INC.
FOR THE PUBLIC WORKS FACILITY OFFICE IMPROVEMENTS
PHASE 2 AND APPROVING PLANS AND SPECIFICATIONS
THEREFOR**

The Council of the City of Beverly Hills does hereby resolve as follows:

Section 1. The plans and specifications for the Public Works Facility Office Improvements – Phase 2, dated, August 21, 2007, ("Project") copies of which are on file in the Office of Project Administration, are hereby adopted and approved with respect to design criteria.

Section 2. Upon reviewing the bids submitted for the work to be performed pursuant to contract and said plans and specifications, the City Council hereby finds that Ragland Construction Co., Inc., hereinafter "said Contractor", is the lowest responsible bidder for such work. The bid of said Contractor is hereby accepted in the total amount of \$57,495.00, and a contract for the performance of such work dated _____, and identified as Contract No. _____, a copy of which is on file in the Office of the City Clerk, is hereby approved and awarded to said Contractor.

Section 3. A construction contingency in the amount of \$8,000.00 is hereby approved for change orders to the contract as approved by the City.

Section 4. The Mayor is authorized and directed to execute said Agreement on behalf of the City and the City Clerk is directed to attest thereto.

Section 5. The City Manager or his designee shall administer the terms of the Agreement on behalf of the City.

Section 6. The City Clerk shall furnish a copy of said Agreement after it has been approved and fully executed by the City, along with a copy of this resolution, to: Ragland Construction Co., Inc., 3611 Farquhar Avenue, Suite #2, Los Alamitos, CA 90720.

Section 7. The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and his certification to be entered in the Book of Resolutions of the Council of this City.

Adopted:

JIMMY DELSHAD
Mayor of the City of
Beverly Hills, California

ATTEST:

_____(SEAL)
BYRON POPE
City Clerk

Approved as to form:



LAURENCE S. WIENER
City Attorney

Approved as to content:



DAVID D. GUSTAVSON
Director of Public Works &
Transportation

[Signatures continue]



ALAN SCHNEIDER
Director of Project Administration



KARL KIRKMAN
Risk Manager

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 RAGLAND CONSTRUCTION CO., INC. a Corporation, whose address is 3611 Farquhar Avenue, Suite #2, Los Alamitos, CA 90720.

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:

PUBLIC WORKS FACILITY OFFICE IMPROVEMENTS – PHASE 2

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

as contained in City's Bid Document for Bid No. 08-05, dated August 21, 2007 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 45 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 \$ FIFTY-SEVEN THOUSAND FOUR HUNDRED NINETY-FIVE Dollars (\$57,495.00), payable as provided in the Contract Documents.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed as of the date stated below.

DATED: _____

CITY OF BEVERLY HILLS
"City"

JIMMY DELSHAD
Mayor of the City of Beverly Hills

DATED: _____

RAGLAND CONSTRUCTION CO., INC.
"Contractor"

By: _____
ROBERT RAGLAND
President & Chief Financial Officer

ATTEST:

BYRON POPE
City Clerk

APPROVED TO FORM:

LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

RODERICK J. WOOD
City Manager

DAVID D. GUSTAVSON
Director of Public Works & Transportation

ALAN SCHNEIDER
Director of Project Administration

KARL KIRKMAN
Risk Manager



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Beverly Hills, CA 90210-4817
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CITY OF BEVERLY HILLS

Categorical Exemption

NAME OF PROJECT Public Works Facility Office Improvements – Phase 2

LOCATION 345 Foothill Road, Beverly Hills, California

TYPE OF BUSINESS (IF COMMERCIAL) City Facility

PROJECT DESCRIPTION Interior remodel of the facility including selected demolition, partitions, ceiling and, HVAC relocation.

APPLICANT'S NAME City of Beverly Hills PHONE 310-285-1188

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 (A)

COMMENTS No expansion of facility

REVIEWED BY [Signature] Date 9/19/07

FEE \$ 14A (See current Planning Department Fee Schedule)