

# Agenda Report

**TO:** CITY COUNCIL **DATE:** February 26, 2007

**THROUGH:** FINANCE COMMITTEE

**FROM:** CITY MANAGER

**SUBJECT:** CITY HALL SEISMIC RETROFIT PROJECT -  
APPROVAL OF CONTINGENCY ADJUSTMENTS AND CHANGE  
ORDER #9 TO THE GENERAL CONTRACTOR AND AWARD A  
CONTRACT TO HUNT DESIGN ASSOCIATES FOR DESIGN,  
FABRICATION, AND INSTALLATION SERVICES FOR AN  
INTERPRETIVE DISPLAY FOR THE PASADENA CITY HALL  
PROJECT, FOR AN AMOUNT NOT TO EXCEED \$100,000.

## RECOMMENDATION

It is recommended that the City Council:

- 1) Approve the allocation of \$ 1,095,160 from Project Contingency for unforeseen conditions and project activities, as identified in Attachment #1, that were discovered during the retrofit of City Hall, thereby reducing the amount of Project Contingency from \$6,221,126 to \$5,125,966;
- 2) Authorize the City Manager to execute Change Order #9 to Contract Number 18,768-1 with Clark Construction Group-California, LP (Clark Construction) for increases in scope of work due to unforeseen conditions discovered during the retrofit of City Hall, as identified in Attachment #1, thereby increasing the contract amount by \$1,275,160 from \$81,046,786 to \$82,321,946; and
- 3) Authorize the City Manager to enter into a contract with Hunt Design Associates for the Design, Fabrication, and Installation Services for an Interpretive Display for the Pasadena City Hall Project; in an amount not to exceed \$100,000, which includes \$84,976 for the base scope of services and \$15,024 for any additional services that the City may request. Competitive bidding is not required pursuant to City Charter Section 1002(F) professional or unique services.

## **CITY HALL RESTORATION OVERSIGHT COMMITTEE ADVISORY DIRECTION**

On February 14, 2007, the City Hall Restoration Oversight Committee reviewed the topics of contingency adjustments, General Contractor Change Order #9 and the allocation for the interpretive project display for City Hall. The Committee concurred that the recommendations under Change Order #9 are reasonable and consistent with ongoing construction activities of similar projects. The Committee also concurred with the allocations associated with the interpretive display for City Hall. It was recommended that the City Council authorize the allocation of \$1,095,160 from Project Contingency which includes an increase to Contract Number 18,768-1 with Clark Construction of \$1,275,160, of which \$280,000 comes from the project budget, and the allocation of \$100,000 toward the interpretive display for City Hall.

### **BACKGROUND**

On January 31, 2005, the City Council authorized the City Manager to execute the City Hall general contractor contract (Contract Number 18,768) with Clark Construction in the amount of \$79,899,000. Eight change orders and the associated contingency adjustments have been approved by City Council to date bringing the current contract amount to \$81,046,786. Change Order #9 represents a settlement of 38 different cost items that resolve changes in the scope of work. These items include unforeseen field conditions, conflicts between the "original" drawings and the "as-builts", fire protection required additions/changes and items that were not a part of the contract drawings. This change order also includes a cost for overtime work by the subcontractors to achieve move-in during the month of May 2007. The level of effort needed to complete the building, activate the new AC/heating, plumbing, and electrical systems, and to clean up by May 2007, is not achievable with a 40 hr/week schedule. The contractor is required to achieve substantial completion by July 9, 2007, and will meet that schedule. Staff believed that based upon progress to date, it may have been as much as two months sooner. The progress has slowed due to a combination of factors. In order to achieve the goal of moving out of Chamber Building by May 30, 2007, and saving additional lease expense of \$750,000, the City will need to have work continue in evenings and weekends. The cost of this additional overtime work is estimated at \$430,000 for all of the subcontractor trades. The City and contractor have negotiated a shared cost with the City paying 75%, or \$322,500, and the contractor (Clark Construction) paying 25% or \$107,500. This increased expense will allow the City to move staff out of Chamber Building by May 30, 2007, and save \$750,000 in additional lease cost for the Chamber Building. This cumulative change order is detailed in the List of Contingency Adjustments (Attachment #1).

### **PROJECT CONTINGENCY ADJUSTMENTS**

The proposed Change Order #9, referenced as item #3 below, proposes to transfer \$1,095,160 from Project Contingency, resulting in a reduced Project Contingency balance of \$5,125,966 as follows:

1)	Beginning Project Contingency (1/31/05)	\$8,642,014
2)	City Council Approved Contingency Adjustments	(2,420,888)
	Current Project Contingency Balance	6,221,126
3)	Proposed Contingency Adjustments (2/26/07)	
	A. Interpretive Display Adjustments	(100,000)
	B. General Contractor (Change Order #9)	(995,160)
	C. Project Contingency Balance (2/26/07)	\$5,125,966

The project is 90% completed, and approximately 40% of the change orders and contingency adjustments have been expended.

### **GENERAL CONTRACTOR CHANGE ORDER #9**

During ongoing construction, the general contractor has encountered unforeseen conditions as listed in Attachment #1. Contract Change Order #9 increases the scope of work to Contract Number 18,768-1 with Clark Construction in the amount of \$1,275,000, thereby increasing the contract sum to \$82,321,786 as follows:

1)	Current City Council-Approved Contract Award	\$81,046,786
2)	Proposed Change Order #9 (2/26/07)	\$1,275,160

Proposed Contract Sum:	<u>\$82,321,946</u>
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### **INTERPRETIVE DISPLAY PROJECT**

In summer 2006, FEMA/SHPO representatives met with the Project's management team to discuss the effects of the project construction on the historic fabric of the City Hall building. In order to comply with the Section 106 environmental review pursuant to federal grant funding requirements, FEMA directed staff to design and install an interpretive project display to educate the general public about these changes, given City Hall's listing in the National Register of Historic Places. Secondly, the inclusion of an educational display to highlight the "green" aspects of the City Hall building will result in an innovation credit toward obtaining *Leadership in Energy and Environmental Design* (LEED) certification for the project through the U.S. Green Building Council. Lastly, the interpretive display(s) will provide information highlighting the various other activities undertaken with the restoration, rehabilitation, and seismic upgrade of Pasadena City Hall. The Scope is further broken down into two distinct categories, focusing on historic-related restoration and other educational issues.

A Request for Proposals (RFP) was issued on November 15, 2006, for Design, Fabrication and Installation Services of an Interpretive Project Display for the City Hall Seismic Upgrade and Rehabilitation project. On December 13, 2006, two proposals were received and reviewed by the Consultant Selection Committee composed of staff from the Department of Public Works and the Planning & Development, a member of the City Hall Oversight Committee, the project Architect (Architectural Resources Group-ARG) and the project historic preservation consultant (Historic Resources Group-HRG). The proposals were evaluated and the consultants were ranked based on the selection evaluation criteria

set forth in the RFP and through the interviews with Consultant Selection Committee. The consultant ranking is provided in the table below.

Proposal Evaluation Ranking:

Rank	Consultant Firm
1	Hunt Design Associates (Pasadena, CA)
2	JBA/Lexington (Pasadena/Los Angeles, CA)

The total compensation to Hunt Design Associates under this contract, including change orders, shall not exceed \$100,000. This includes a base contract amount of \$84,976 and approximately 15 percent allocated for contingencies.

### **SCHEDULE CHANGES**

To date, no changes in the milestone completion dates have been authorized. The overall project is on schedule and unchanged since the award of the general contractor bid. The general contractor's date of Substantial Completion remains July 9, 2007, and the date of Final Completion remains October 8, 2007.

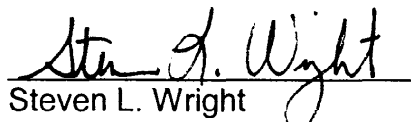
### **FISCAL IMPACT**

The City Hall project budget of \$117,594,083 has not changed since the award date of the general contractor's contract on January 31, 2005. The proposed contingency adjustment in the amount of \$1,095,160 reduces the total City Hall project contingency from \$6,221,126 to \$5,125,966.

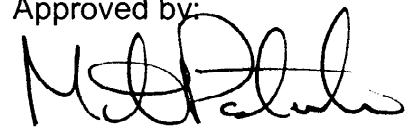
Respectfully submitted,

  
CYNTHIA J. KURTZ  
City Manager

Prepared by:

  
Steven L. Wright  
Assistant City Engineer  
Department of Public Works

Approved by:

  
Martin Pastucha, Director  
Department of Public Works

Attachments: Attachment #1 – List of Contingency Adjustments  
Attachment #2 – City Hall Interpretive Design RFP Scoring Criteria and Proposer Ranking

# CITY HALL SEISMIC RETROFIT PROJECT

## Contingency Adjustments Detail

	A.	B.	C.	E.
		Description	Total	Comments
1	I.	<b>Beginning Contingency Balance 1/31/05</b>	<b>\$ 8,642,014</b>	
2				
3				
4	II.	<b>City Council Approved Contingency Adjustments</b>	<b>(2,420,888)</b>	
5				
6	III.	<b>Proposed Contract Adjustments 2/26/07 (tentative)</b>		
7	A.	Proposed General Contractor Adjustments 2/26/07 (Change Order #9).		
8	CCD 71	Fire protection modifications for additional check valves at the valve assemblies located on the 1st, 2nd and 3rd floors North and South, 2nd floor loggia (34) heads changed to extended surfaced mounted escutcheons, relocate the main and branch lines through from the 3rd floor South corridor into the adjacent offices. (include are costs for demolition of fire proofing and coring, new fire proofing, double plate reinforcement and steel beams, relocate HVAC piping and FCU in the 3rd floor dome, remove and relocate (2) light fixtures, add (1) smoke detector and re-route electrical conduits).	(102,524)	Required by Pasadena Fire Department/City requested change.
9	CCD 134	Bulletin Number 2 - Shorten basement shear wall dimensions under dome area.	NO COST	No cost impact to project contingency.
10	CCD 149	Various modifications to exterior light fixtures (adding fixtures, change fixture wattages) and mounting locations due to accessibility, adding (2) lighting poles w/ new fixtures (3 each pole) including remote ballasts and pull boxes, re-connect power to the Robinson memorial.	(68,395)	Requested by City of Pasadena due to lighting aesthetics and bldg maintenance accessibility.
11	CCD 174	Bulletin Number 4 - Council Chamber ceiling replacement includes rebuilding the ceiling (metal studs, drywall & cellotex), electrical raceways, ceiling staining/decorative painting, revise ductwork in loggia, installation of speakers and tv's in reception area, loggia, conference room & council room & repair work to the interior walls of the council room.	(452,442)	Required due to fire & life safety & required by FEMA/SHPO. This change will reduce the project contingency by \$172,442.00 and the Project Budget will be reduced by \$280,000.00.

# CITY HALL SEISMIC RETROFIT PROJECT

## Contingency Adjustments Detail

	A.	B.	C.	E.
		Description	Total	Comments
12	CCD 177	Fire protection modifications for additional coverage in the 2nd and 3rd floors in historic corridors, built-in cabinets, relocation of fire hose cabinets to the stair wells and protection in the skylights.	(9,432)	Unforeseen field condition.
13	CCD 182	Provide modification to light fixture, fire alarm and exit lighting @ 3rd floor North exit corridor N327.	VOID	Voided by General Contractor.
14	CCD 185	Bulletin #5: Revisions to Municipal Counter 1st floor North N106 (added additional work station, power & data modifications, upgrade glazing).	(129,088)	City requested change.
15	CCD 187	Bulletin #8 -modifications to traffic control room.	(36,008)	City requested change required by the TMC/ITSD group.
16	CCD 190	Elevator #4 - match existing quarry tile at third floor landing and adjacent corridor.	(8,403)	Unforeseen field condition.
17	CCD 191	Upsize the 6" flow valve for the condenser water return to an 8" valve to compensate for the pressure drop thru a 6" valve.	(5,425)	Plumbing consultant requested change.
18	CCD 195	Add beam on south & west side of isolation hatch near K.4/K.5 line and 2 line in north basement.	(4,729)	Insufficient structural information shown in the drawings.
19	CCD 199	No description - Clark voided 12/4/06	Void	Voided by General Contractor.
20	CCD 200	Provide millwork and countertops in S240 kitchen	(16,213)	City requested change.
21	CCD 201	Repair plaster wall finishes in rooms N244 (office) and N311 (breakroom).	(5,649)	Unforeseen field condition.
22	CCD 202	Demo and replace wall in Vault room N102 to facilitate the installation of anchors for the terracotta clay wall.	(5,520)	Unforeseen field condition.
23	CCD 203	Remove and re-install historic radiators to allow wall patch and painting.	(4,750)	Unforeseen field condition.
24	CCD 204	Add drywall box out around exposed fire standpipes (2nd & 3rd floor north, 4th floor).	(6,205)	Unforeseen field condition.

# CITY HALL SEISMIC RETROFIT PROJECT

## Contingency Adjustments Detail

	A.	B.	C.	E.
		Description	Total	Comments
25	CCD 207	Unforeseen conditions in historic and new bathrooms throughout the bldg for floor repair work and plaster wall repair work.	(26,029)	Unforeseen field condition.
26	CCD 208	Add sheet metal heat shield on the main dome light in the lantern, add sprinkler and access door at lantern level.	(4,184)	Required by Pasadena Fire Department/City requested change.
27	CCD 216	Provide handrail backing for the existing stair handrail going from the 3rd floor to the 4th floor.	(4,747)	Unforeseen field condition.
28	CCD 217	Add gypsum board ceiling soffit and modify ceiling heights in rooms N201 (field reps rm) due to new elevator No. 4 pit framing.	(5,752)	Unforeseen field condition.
29	CCD 219	Fill in the existing keyways with mortar and repair broken concrete corners below the window bays on the East moat (North Wing) and West moat (South wing).	(4,600)	City requested change.
30	CCD 222	Change wood door (N302A) to a rated door and frame for elevator machine room.	VOID	Voided by General Contractor.
31	CCD 223	Replace existing leaking door closures with new (26 closures).	(6,472)	Unforeseen field condition.
32	CCD 225	Bulletin #9 - Building signage.	(72,245)	City requested change - no cost impact to project contingency.
33	CCD 225	Bulletin #9 - Building signage. Amount released from contract schedule of values (line item #000060) Architectural and directional signage allowance for contractor payment..	72,245	CCD #225 - cost will be offset by construction allowances - no cost impact to project contingency.
34	CCD 227	Install a fire bell for the fire sprinkler system.	(2,658)	Insufficient fire protection information shown on drawings.
35	CCD 229	Rebar conflicts between jacket wall and existing beam that required additional mechanical couplers.	(4,256)	Unforeseen field condition.
36	CCD 230	Audiovisual system installation for council chambers and support rooms.	(328,577)	City requested change - no cost impact to project contingency.

# CITY HALL SEISMIC RETROFIT PROJECT

## Contingency Adjustments Detail

	A.	B.	C.	E.
		Description	Total	Comments
37	CCD 230	Audiovisual system installation for council chambers and support rooms. Amount released from contract schedule of values (line item #000030 for \$220,000, line item #000050 for \$60,500 and line item 000090 for \$48,077) Audio visual systems, Closed circuit television system and Additional battery back-up power supply allowance for contractor payment.	328,577	CCD #230 - cost will be offset by construction allowances - no cost impact to project contingency.
38	CCD 231	Changes to toilet tissue dispensers for staff rest rooms and changes to paper towel dispenser for the public restroom.	NO COST	No cost impact to project contingency.
39	CCD 232	Add infiltration basins, catch basins and drain lines at North & South elevations picking up roof drains and site drainage discharging to face of curb.	(17,322)	City requested change to facilitate existing site drainage problems.
40	CCD 233	Add resin dowels between the new arcade slab and the existing slab per the structural field report #27.	(1,085)	Unforeseen field condition.
41	CCD 234	Removal of existing window tint (approx. 460 window panes).	(13,712)	City requested change.
42	CCD 238	Add additional rebar at shear wall in basement under dome.	(2,469)	Added structural requirements due to unforeseen condtions.
43	CCD 247	Add glazing & speaker box at room N209 (reception area to the attorney/prosecutor department).	(3,344)	City requested change.
44	CCD 254	Extend the top of the plaster walls at the perimeter wall for room N220.	(1,247)	Unforeseen field condition.
45	CCD 262	Early completion incentive to achieve the City's timeframes for flooring, millwork and modular furniture to ensure City move-in during the month of May 2007.	(322,500)	City requested change.
46				
47		Total General Contractor Adjustment (Change Order #9)	(1,275,160)	
48				
49	B.	Proposed City Contracted Adjustments 2/26/07.		
50	1.	Hunt Design Associates - Design & fabrication services for the creation of an interpretive project display for Pasadena City Hall.	(100,000)	Interpretive display required by FEMA/SHPO.



# CITY HALL SEISMIC RETROFIT PROJECT

## Contingency Adjustments Detail

	A.	B.	C.	E.
		Description	Total	Comments
51				
52	C.	Proposed Project Budget Adjustments 2/26/07.		
53	1.	CCD #174 - Bulletin #4 - Council Chamber ceiling.	<b>280,000</b>	Required due to fire & life safety & required by FEMA/SHPO.
54				
55	IV.	Total Contingency Adjustment (2/26/07 tentative)	<b>(1,095,160)</b>	
56				
57	V.	Ending Contingency Balance (2/26/07 tentative)	<b>5,125,966</b>	
58				

## ATTACHMENT #2

### City Hall Interpretive Display Project Selection Evaluation Criteria FINAL SCORE SHEET

<b>SCORING CRITERIA</b>	<b>Total Possible Points</b>	<b>JBA/ LEXINGTON</b>	<b>HUNT DESIGN</b>
A) Professional Qualifications & Expertise (30%)	30	25	29.5
B) Creative/Technical Approach to designing interpretive display and signage projects; (25%)	25	22	24
C) Relevant Work Experience within past five (5) years; specifically related to design and implementation of interpretive programs associated with historic properties (25%)	25	15	24
D) Local Business Enterprise (LBE) Participation (5%)	5	5	5
E) Small Business Enterprise (SBE) Participation (5%)	5	0	5
F) References (10%)	10	8	9
<b>Total (Average Weighted Score)</b>	<b>100</b>	<b>75</b>	<b>96.5</b>
<b>Total Combined Score (All Reviewers)</b>	<b>500</b>	<b>375</b>	<b>482.5</b>

**Disclosure Pursuant to the  
City of Pasadena Taxpayer Protection Amendment of 2000  
Pasadena City Charter, Article XVII**

Contractor hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor, as follows:

<b>Contractor Name: Hunt Design Associates</b>		
Trustees, directors, partners, officers of Contractor: (use additional sheets as necessary)		
<b>Wayne Hunt</b>		
<b>Dittany Lang</b>		
<b>John Temple</b>		
<b>Jennifer Bressler</b>		
Those with more than a 10% equity, participation or revenue interest in Contractor: (use additional sheets as necessary)		
<b>Wayne Hunt</b>		

*T. Wayne Hunt*

By \_\_\_\_\_  
Signature  
T. Wayne Hunt, Principal  
Title (please print)