

Agenda Report

October 30, 2017

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: CONTRACT AWARD TO INCOTECHNIC, INC. FOR INDOOR FIRING RANGE HEPA FILTRATION SYSTEM ADDITION FOR AN AMOUNT NOT TO EXCEED \$99,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section 15301, Existing Facilities, which exempts minor alteration of existing public facilities where no expansion of the use will take place; and
2. Accept the bid dated October 18, 2017, submitted by Incotechnic, Inc. in response to the Project Plans and Specifications for the Indoor Firing Range HEPA Filtration System Addition project and authorize the City Manager to enter into such contract for an amount not to exceed \$99,000.

BACKGROUND:

Constructed in 2004, the Pasadena Police Department Indoor Firing Range is an approximately 8,700 square-foot indoor firing facility located in Eaton Canyon. The range consists of two indoor ranges, a 25-yard pistol range, and a 50-yard rifle/shotgun range.

The proposed project is to add a HEPA (High Efficiency Particulate Air) filtration system to the existing ventilation system for the 25-yard pistol range. The pistol range is currently designed to allow for only the use of non-leaded ammunition. The HEPA filtration system would increase the existing ventilation system's capacity in reducing heavy metal exposure to Pasadena Police Department personnel and allow for the use of leaded ammunition to support the on-going and continuous training of Pasadena Police Department personnel.

A finding of compliance with the General Plan was previously made and is shown on page 1.3 of the FY 2018-2022 Capital Improvement Program (CIP), *Pasadena Police Department Indoor Firing Range* project.

The Department of Public Works prepared plans and specifications for this project. In accordance with Section 4.08.070 of the Pasadena Municipal Code, bids were requested and received. This project was advertised in the *Pasadena Journal* on September 28, 2017. In addition, the Notice Inviting Bids was published in five trade publications and listed on the City's website, which generated notices to 168 vendors. Seventeen vendors obtained bid packets, but none of the vendors were local. One prime contractor submitted a bid for the project.

Following advertising, bids were received on October 18, 2017, and are as follows:

<u>Bidder</u>	<u>Amount (\$)</u>
1. Incotechnic, Inc., Buena Park	\$ 89,000
Engineer's Estimate	\$ 90,000

The project is specialized in scope and requires a Class B or C20 Contractor's license. It is recommended that Incotechnic, Inc. be awarded a contract for this project as they are the only responsive and responsible bidder. The proposed contract with Incotechnic, Inc. fully complies with the Competitive Bidding and Living Wage Ordinances. In addition, the proposed contract fully complies with the Prevailing Wage Law (Senate Bill 7) per Resolution 9406 adopted by the City Council on December 14, 2014.

The contractor has indicated that the award of this contract will result in no new hires to the present workforce. A Local Hiring Provision to notify the labor unions of the goal to employ qualified Pasadena residents for 75 percent of new labor work hours on the project was included in the project specifications.

Incotechnic, Inc. has not previously performed any work for the City.

The contract for this project will be set as follows:

Base Bid	\$ 89,000
Contingency Allowance	<u>\$ 10,000</u>
Contract "Not to Exceed" Amount	\$ 99,000

It is anticipated that construction will begin by January 2018 and be completed in March 2018. The indoor firing range will be closed for all training operations during construction.

COUNCIL POLICY CONSIDERATION:

This project is consistent with the City Council's goal to improve, maintain and enhance public facilities and infrastructure. It also supports the Public Facilities Element of the General Plan by helping to achieve a high level of maintenance and upgrading of existing facilities to ensure public safety.

ENVIRONMENTAL ANALYSIS:

The proposed project is exempt from CEQA pursuant to the State CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section 15301, Existing Facilities, which exempts minor alteration of existing public facilities where no expansion of existing use will take place.

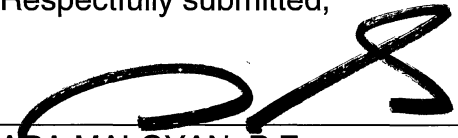
FISCAL IMPACT:

The cost of this contract is \$99,000 and the total cost of this action will be \$109,000. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Pasadena Police Department Indoor Firing Range* CIP project (budget account 71809). It is anticipated that all of the cost will be spent in FY 2018.

The following table represents a project summary.

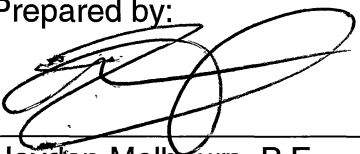
Base Bid	\$ 89,000
Contingency	\$ 10,000
Contract Administration/Inspection	\$ 10,000
Total Fiscal Impact	\$ 109,000

Respectfully submitted,



ARA MALOYAN, P.E.
Director of Public Works

Prepared by:



Hayden Melbourn, P.E.
Principal Engineer

Approved by:



STEVE MERMELL
City Manager