

# Agenda Report

March 26, 2018

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Public Works  
**SUBJECT:** **CONTRACT AWARD TO NEW TANGRAM, LLC FOR ROBINSON PARK RECREATION CENTER RENOVATION OFFICE FURNITURE FOR AN AMOUNT NOT TO EXCEED \$122,600**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find the project proposed herein to be categorically exempt under the California Environmental Quality Act (CEQA) Guidelines in accordance with Title 14, Chapter 3, Article 19, Section 15301, Class 1, minor alterations of existing public facilities involving negligible or no expansion of use beyond that previously existing at the time of the lead agency's determination and that there are no features that distinguish this project from others in the exempt class, and therefore, there are no unusual circumstances; and
2. i) Accept the bid dated February 14, 2018, submitted by New Tangram, LLC dba Tangram in response to the Project Plans and Specifications for Robinson Park Recreation Center Office Furniture, and ii) authorize the City Manager to enter into such contract for an amount not to exceed \$122,600, which includes a base contract amount of \$111,443 and a contingency of \$11,157 to provide for any necessary change orders.

## **BACKGROUND:**

Under construction since April 2017, the Robinson Park Recreation Center Renovation Project consists of the demolition and reconstruction of the Recreation Center's approximately 9,000-square-foot multipurpose room, administrative offices, kitchen, open courtyard, restrooms, and conference room as well as an approximately 4,900-square-foot addition of fitness and dance rooms, storage, and common areas. The installation of furniture is not part of the construction contract for the Robinson Park Recreation Center Renovation Project awarded on December 12, 2016.

The proposed contract consists of the purchase, delivery, and installation of furniture for the administrative offices, conference room, lobby, corridor areas, classroom, multi-

purpose room, and outdoor patio areas. The furniture package includes office desks, chairs, filing cabinets, partition panels, and meeting tables in offices and the conference room for office staff; folding tables, chairs, and writing boards in the classroom and multi-purpose room to host both City departmental events and occasional community events; lounge chairs, coffee table, and display case in the lobby and corridor areas for local residents and visitors. The furniture layout plan was reviewed by City staff and the Robinson Park Recreation Center Steering Committee members.

A finding of compliance with the General Plan was previously made and is shown in the FY 2018 Capital Improvement Program (CIP) on page 9.1 – Robinson Park – Recreation Center Renovation Project.

The Department of Public Works prepared plans and specifications for the subject project. In accordance with Section 4.08.070 of the Pasadena Municipal Code, bids were requested and received. The project was advertised in the *Pasadena Journal* on January 11, 2018. In addition, the Notice Inviting Bids was published in four trade publications and listed on the City website, which generated notification to 200 vendors. Two vendors submitted bid proposals, but one bid proposal, Bernards Office Furniture, was deemed non-responsive.

Following advertising, the bids were opened on February 14, 2018 and are as follows:

<u>Bidder</u>	<u>Amount (\$)</u>
1. New Tangram LLC dba Tangram, Santa Fe Springs	\$111,443
2. Bernards Office Furniture, Woodland Hills (\$116,419)	non-responsive
Engineer's Estimate	\$110,000

It is recommended that New Tangram LLC dba Tangram be awarded a contract for this project as they are the lowest responsive and responsible bidder. The proposed contract with New Tangram LLC dba Tangram fully complies with the Competitive Selection and Purchasing Ordinance. 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 15, 2014. Tangram will comply with general prevailing wage determination by the Director of Industrial Relations for modular furniture installation.

The contractor has indicated that the award of this contract will result in no new hires to their present workforce.

Tangram has not previously performed any work for the City.

The contract will be set up as follows:

Base Bid	\$111,443
Contingency Allowance	<u>\$ 11,157</u>
Contract Not-to-Exceed Amount	\$122,600

It is anticipated that the installation of furniture at Robinson Park Recreation Center will be completed in November 2018.

**COUNCIL POLICY CONSIDERATION:**

The project is consistent with the City Council's goal to improve, maintain and enhance public facilities and infrastructure.

**ENVIRONMENTAL ANALYSIS:**

This project has been determined to be categorically exempt from environmental review pursuant to the guidelines of the California Environmental Quality Act (Public Resources Code §21080(b)(9); Administrative Code, Title 14, Chapter 1, §15301, Class 1, Existing Facilities). Class 1 exempts from environmental review small additions, expansions or alterations to existing structures where there is negligible or no expansion of the use. There are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances.

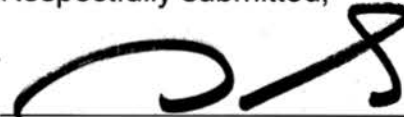
**FISCAL IMPACT:**

The cost of this contract and total cost of this action is \$122,600. There are no additional costs for contract administration and inspection. Funding for this action will be addressed by the utilization of existing FY 2018 budgeted appropriations in the *Robinson Park – Recreation Center Renovation Project* CIP (budget account 78403). It is anticipated the costs for furnishing and installation of the office furniture will be spent in FY 2019.

The following table represents a contract summary.

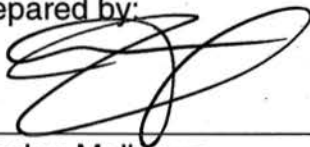
Base Bid	\$	111,443
Contingency	\$	11,157
Contract Administration/Inspection	\$	0
<b>Construction Contract Fiscal Impact</b>	<b>\$</b>	<b>122,600</b>

Respectfully submitted,



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Director of Public Works

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