

# Agenda Report

April 25, 2022

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Public Works  
**SUBJECT: PURCHASE ORDER CONTRACT AWARD TO WILLIAMS SCOTSMAN, INC. FOR LEASE OF MODULAR TRAILERS FOR FIRE STATION 31 PERSONNEL FOR AN AMOUNT NOT-TO-EXCEED \$233,662**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find the contract proposed herein to be categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Title 14, Chapter 3, Article 5, Section 15061(b)(3), pertaining to activity covered by the common sense exemption, 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 March 24, 2022, submitted by Williams Scotsman, Inc. in response to the specifications for the Lease of Modular Trailers for Fire Personnel as part of Fire Station 31 Seismic Retrofit project, ii) reject all other bids, and iii) authorize the City Manager to enter into a contract for an amount not-to-exceed \$233,662, which includes the base contract amount of \$208,627 and a contingency of \$25,035 to provide for any necessary change orders.

## **BACKGROUND:**

Since the construction of Fire Station 31 in 1960, significant state and local building code revisions and updates have been adopted. As a result, a structural retrofit of the fire station and its garage, also known as the WickerCraft Building, is required. To perform the retrofit work at Fire Station 31, Fire Department staff will need to be relocated off site during construction. A relocation site for continuing station operations was identified at 95 Alessandro Place.

On April 11, 2022, City Council authorized the City Manager to enter into two contracts for work associated with the construction of the seismic retrofit at Fire Station 31 and site improvements to the relocation site at 95 Alessandro Place. In addition to site improvements, modular trailers are required to provide office and dormitory space at the relocation site for station personnel in order to provide uninterrupted service to the

community. Staff intended to include modular trailers as part of the bid award package on April 11, however, no bids were received by the March 15, 2022 formal advertisement bid deadline for the trailer rentals.

The Fire Department prepared specifications in coordination with Public Works Department staff for the subject project. Bids were requested in accordance with Section 4.08.070 of the Pasadena Municipal Code. On February 24, 2022, a Notice Inviting Bids for the Lease of Four Modular Trailers for Fire Personnel was posted on PlanetBids. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 15 vendors downloaded the specifications, of which none were local. No bids were received by the March 15, 2022 bid deadline.

Since no bids were received from the formal advertisement for bids, the Department of Public Works staff identified several vendors published on search engines known to provide modular trailers for lease. Quotes were solicited directly by contacting each vendor and providing the project specifications for reference. A total of four vendors were solicited; only one quote was received on March 24, 2022:

Bidder	Amount (\$)
1. Williams Scotsman, Inc., Santa Fe Springs	\$208,627
2. Mobile Modular, Mira Loma	No response
3. Pac-Van, Chino	No response
4. Vesta Modular, Riverside	No response
<b>Engineer's Estimate</b>	<b>\$200,000</b>

It is recommended that Williams Scotsman, Inc. be awarded the contract for this project as they are the lowest responsive and responsible bidder. This contract is partially funded by the Federal Emergency Management Agency (FEMA) under the Hazard Mitigation Grant Program (HMGP). Due to the use of federal funds, all the statutes, rules, and regulations including, but not limited to, the Code of Federal Regulations (CFR) apply to this project. Consequently, the proposed contract with Williams Scotsman, Inc. contains provisions to fully comply with the prevailing wage requirements as determined by the U.S. Department of Labor, the Prevailing Wage Law (Senate Bill 7) per Resolution 9406 adopted by the City Council on December 14, 2014, and the Pasadena Living Wage Ordinance. In addition, the contract fully complies with the Competitive Bidding Ordinance.

The City has previously done business with Williams Scotsman, Inc. issuing purchase orders totaling approximately \$111,241 since Fiscal Year 2021 for Fire Station 33 temporary facilities associated with the station renovation project. Staff has confirmed the contractor's license status is in good standing.

The contract will be set up as follows:

Base Bid	\$ 208,627
Contingency Allowance	<u>\$ 25,035</u>
Contract Not-to-Exceed Amount	\$ 233,662

A contingency of 12 percent is allocated to this contract given possible unforeseen conditions that may be encountered. It is anticipated that the lease will begin in June 2022 and end Spring 2023.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract furthers the City Council's strategic planning goal to ensure public safety.

**ENVIRONMENTAL ANALYSIS:**

The contract award has been determined to be categorically exempt under the CEQA Guidelines in accordance with Title 14, Chapter 3, Article 5, Section 15061(b)(3). Section 15061(b)(3) exempts any activity covered by the common sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. There are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances.

**FISCAL IMPACT:**

The total cost of this construction contract including contingency is \$233,662. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Fire Station 31 Seismic Retrofit (71914)* Capital Improvement Program project. It is anticipated all costs will be expended in FY 2023.

The following table represents a project summary.

Base Bid	\$	208,627
Contingency	\$	25,035
<b>Total Fiscal Impact</b>	<b>\$</b>	<b>233,662</b>

Respectfully submitted,



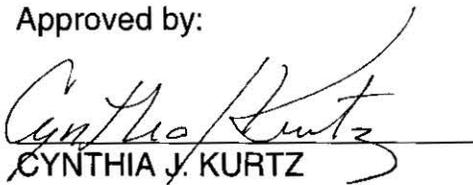
TONY OLMOS, P.E.  
Director of Public Works

Prepared by:



Kris Markarian, P.E.  
City Engineer

Approved by:



CYNTHIA J. KURTZ  
Interim City Manager