

# Agenda Report

April 7, 2025

**TO:** Honorable Mayor and City Council

**FROM:** Department of Public Works

**SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH SWINERTON BUILDERS FOR HALE BUILDING INTERIOR REMODEL – PHASE II (1<sup>ST</sup> FLOOR) PROJECT FOR AN AMOUNT NOT TO EXCEED \$2,517,162.**

## **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 19, Section 15301, Class 1 – Existing Facilities, 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. Award contract to lowest and best bid dated March 6, 2025 submitted by Swinerton Builders in response to the plans and specifications for the Hale Building Interior Remodel – Phase II (1<sup>st</sup> Floor) project, and authorize the City Manager to enter into a contract for an amount not-to-exceed \$2,517,162 which includes the base contract amount of \$2,288,328 and a contingency of \$228,834 to provide for any necessary change orders.

## **BACKGROUND:**

The George Ellery Hale Building, located at 175 North Garfield Avenue, was constructed in 1929 for the Southern California Gas Company and later acquired by the City in 1986. After extensive rehabilitation of the building in 1994, the Hale Building lobby was restored and became home to the City's Permit Center. Since then, minimal building and tenant improvements have been made to the facility. Currently, there is insufficient workspace and workstations to accommodate existing staff and building finishes are worn beyond their useful life and require replacement.

Phase 1 of the Hale Building Interior Remodel CIP project (71160) was completed in FY 2020. The first phase focused on the remodel of the second-floor office space currently occupied by the Department of Planning and Community Development. This also included space planning to accommodate additional staff, replacement of worn finishes and furniture, painting of interior walls, and installation of new electrical and low-voltage systems.

Phase II is a comprehensive remodel consisting of rehabilitation of the Historic Permit Center including plan check counters and the reception area; remodel of the first floor back-of-house office areas including five private offices, 25 workstations, the reconstruction of a new 70-person Public Hearing Room; and upgrading the men’s and women’s restroom located at the northeast corner of the building. The renovations will also include ADA compliance upgrades, installation of energy efficient and water saving fixtures for Title 24 compliance, and building security measures.

The Department of Public Works prepared project plans and specifications for the subject contract. Bids were requested and received in accordance with Section 4.08.070 of Pasadena Municipal Code. On January 28, 2025 a Notice of Inviting Bids for Hale Building Interior Remodel - Phase II (1<sup>st</sup> Floor) project was published on the online platforms of 22 trade journals, as well as posted on OpenGov Procurement. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 126 vendors downloaded the specifications, of which five were local. A total of five bids were received by the bid opening date and three were found non-responsive as they did not comply with the mandatory requirements of the solicitation.

Following advertising, bids were electronically received on March 6, 2025, and are as follows:

<u>Bidder</u>	<u>Amount (\$)</u>
1. Swinerton Builders, Los Angeles	\$ 2,288,328
2. Warner Constructors, Glendale	\$ 2,399,032
3. Z Products, Inc., Chatsworth	Non-responsive
4. ARC Construction, La Crescenta	Non-responsive
5. Urban Professional Builders, Pasadena	Non-responsive

**Engineer’s Estimate** \$1,680,000 to \$1,920,000

The lowest and best bid received is approximately 19 percent higher than the Engineer’s Estimate.

It is recommended that Swinerton Builders be awarded the contract for this project as they are the lowest and best bidder. The proposed contract with Swinerton Builders 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 awarding of this contract will result in no new hires to the present workforce. In accordance with the Local Preference provisions of the contract, the contractor is encouraged to recruit Pasadena residents initially and to give them preference, if all other factors are equal, for any new positions generated from this contract.

Swinerton Builders has previously not performed work for the City. Staff has confirmed the contractor's license, and their Department of Industrial Relations and SAM registration statuses are in good standing. The contractor received favorable reference checks from other agencies.

The contract for this project will be set up as follows:

Base Bid	\$2,288,328
<u>Contingency</u>	<u>\$228,834</u>
Contract Not-to-Exceed Amount	\$2,517,162

A contingency of 10 percent is allocated to this contract given possible unforeseen conditions that may be encountered. Construction is anticipated to be completed in October 2025.

**COUNCIL POLICY CONSIDERATION:**

This contract is consistent with the City Council's Land Use Element Policy 2.7 (Civic and Community Services) ) by providing diverse uses and services supporting Pasadena's residents such as facilities for civic governance and administration.

**ENVIRONMENTAL IMPACT:**

The contract award has been determined to be categorically exempt under the 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. 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 \$2,517,162 and the total cost of this action is not expected to exceed \$2,627,162. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Hale Building Interior Remodel - Phase II (71170) CIP project. It is anticipated all costs will be expended in FY 2026

There is no General Fund impact as this project is funded by Building Services Fund


The following table represents contract summary.

Base Bid	\$	2,288,328
Contingency	\$	228,834
Contract Administration/Inspection	\$	110,000
<b>Total Fiscal Impact</b>	<b>\$</b>	<b>2,627,162</b>


Respectfully submitted,

  
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GREG DE VINCK,  
Director of Public Works

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