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**Title:** AWARD OF THE INFORMATION TECHNOLOGY DEPARTMENT REMODELING PROJECT, CITY PROJECT NO. 22-09

**Sponsors:**

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**Attachments:** 1. Agenda Report, 2. 1. Bid Abstract, 3. 2. Project Cost Summary

Date	Ver.	Action By	Action	Result
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**TITLE:**

**AWARD OF THE INFORMATION TECHNOLOGY DEPARTMENT REMODELING PROJECT, CITY PROJECT NO. 22-09**

**DEPARTMENT:** PUBLIC WORKS DEPARTMENT/ENGINEERING DIVISION

**PRESENTED BY:** SEUNG YANG, P.E., CITY ENGINEER

**CONTACT INFORMATION:** SEUNG YANG, P.E., CITY ENGINEER, (714) 754-5633

**RECOMMENDATION:**

Staff recommends the City Council:

1. Adopt plans, specifications, and working details for the Information Technology Department Remodeling Project, City Project No. 22-09.
2. Authorize the City Manager and City Clerk to execute a Public Works Agreement (PWA) for construction to Buittall, 4712 East 2nd Street, #520, Long Beach, California 90803 in the amount of \$255,020, plus a ten percent (10%) contingency for the PWA and also contracts referenced below for a total contingency of \$42,279, and authorize a budget appropriation from available fund balances in the amount of \$250,000.
3. Authorize the City Manager or designee to execute the agreements and any future amendments to the agreements including increases to the not-to-exceed amount within City Council authority.

**ENVIRONMENTAL DETERMINATION:**

The proposed action is exempt from the California Environmental Quality Act (CEQA). The action

involves an organizational or administrative activity of government that will not result in the direct or indirect physical change in the environment. In addition, the proposed action is exempt under Section 15301 relating to the operation, repair, maintenance, permitting, and/or minor alteration of existing public facilities.

### **BACKGROUND:**

The Information Technology (IT) Department Remodeling Project was approved during Fiscal Year 2016-17. Staffing at that time comprised eleven (11) full-time positions, one (1) management, two (2) supervisory, seven (7) professional, and one (1) clerical position. Due to staffing shortages and the onset of the COVID-19 pandemic, the project was temporarily deferred.

Current staffing in the IT Department now consists of twenty-one (21) full-time positions, three (3) management, two (2) supervisory, and sixteen (16) professionals due to the implementation of the Five-Year Information Technology Strategic Plan (ITSP).

This project will accommodate the increased IT staffing by reconfiguring the space, removing and replacing walls in strategic locations, relocating electrical and data points of connections, painting, and installing associated smoke detectors, carpeting and lighting improvements. The project will also convert one office and attached storage vault to two offices on the third floor by removing and relocating an existing wall, along with mechanical, electrical, data, lighting, smoke detectors, paint and carpeting improvements. The final project design was completed in early 2023.

### **ANALYSIS:**

The City Clerk received and opened four bids for this project on April 4, 2023. Builtall, the apparent lowest bidder, submitted a bid proposal in the amount of \$255,020. This amount is approximately fifteen percent (15%) under the Engineer's estimate of \$300,000. The average of the four bids received amounted to \$350,092. The bid results and the Engineer's estimate are included as Attachment 1.

The second-place bidder, Construction Masters, submitted a formal protest of Builtall's bid, noting concerns about its resources to address the fire alarm modification requirements. However, Builtall submitted a response addressing the concerns and identifying sufficient resources to complete the required scope of work.

The license and references of Builtall have been checked and staff has found them to be in good standing.

Upon City Council award of the Public Works Agreement (PWA), Builtall will furnish the necessary bonds and insurance, which will be approved as to form by Risk Management. The PWA will be drafted by the City Attorney's office after City Council award and executed thereafter. Upon the award and subsequent execution of the agreement, a "Notice to Proceed" will be issued.

In addition, new cubicle walls and furnishings are required for this project and will be procured through the OMNIA Partners Cooperative Program. Purchasing the majority of the furnishings through the OMNIA contract meets all requirements set forth by the City of Costa Mesa's Purchasing Policy and all the requirements set forth by the State of California. The purchasing of equipment will be completed through the OMNIA Contract Number R191801 in the amount of \$93,850. The labor

costs for installation will be awarded to Innovative Office Solutions in the amount of \$26,408. Three quotes were received and Innovative Office Solutions was the lowest most responsible bidder. Innovative Office Solutions is an authorized participant in the contract, and the furnishings will be purchased through this vendor.

Staff will be utilizing JJ TecSolutions for the data cabling and telephone implementation in the amount of \$23,323. The remainder of the project budget will be utilized for miscellaneous expenditures to accommodate the remodel that are not directly related to actual construction and \$4,193 for additional equipment from Innovative Office Solutions.

City Council authorization for a contingency in the amount of \$42,279 for unforeseen construction, miscellaneous, furniture, and related costs on the project is also requested, as well as a budget appropriation of \$250,000 from available fund balances to fully fund the Project. A summary of project costs is included as Attachment 2.

### **ALTERNATIVES:**

The City Council may decide to not authorize the project; however, staff does not recommend this action. Not proceeding with this project will adversely affect the Information Technology Department's daily operations.

Another alternative to this Council action would be to reject all bids, re-advertise, and re-bid the construction project. Staff has determined that re-advertising and re-bidding the project will not result in lower bids and will delay the project.

### **FISCAL REVIEW:**

The Information Technology Department Remodeling Project budget is included in the Capital Improvement Fund 401 in the amount of \$230,000. Staff requests that a budget appropriation be authorized from available fund balances in the additional amount of \$250,000 to fully complete the project which has increased in costs since the original budget was developed over seven years ago due to inflation, the rising costs of construction and related materials, continuing supply chain challenges, and the reconfiguration of a closet and office into two separate offices to provide an adequate number of work stations.

### **LEGAL REVIEW:**

The City Attorney's Office has reviewed this staff report and approves it as to form.

### **CITY COUNCIL GOALS AND PRIORITIES:**

This project works toward achieving the following City Council Goals:

- Strengthen the Public's Safety and Improve the Quality of Life
- Maintain and Enhance the City's Infrastructure, Facilities, Equipment and Technology

### **CONCLUSION:**

Staff recommends the City Council:

1. Adopt plans, specifications, and working details for the Information Technology Department Remodeling Project, City Project No. 22-09.
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3. Authorize the City Manager or designee to execute the agreements and any future amendments to the agreements including increases to the not-to-exceed amount within City Council authority.