



Regular Meeting

AGENDA ITEM REPORT

- Meeting:** Regular Meeting - Jun 16 2020
- Title:** City Hall Engineering Office Renovation Project - Final Acceptance and Filing Notice of Completion
- Presented By:** Andy Bullington, Interim Director of Public Works
Rafael Fajardo, City Engineer
- Recommendation:**
1. Accept the work performed by CEM Construction, Inc. in the amount of \$108,605.00, including pertinent change orders;
 2. Authorize the procurement of furniture, fixtures, and equipment in addition to necessary roof repairs in the amount of \$36,069.82 for project area;
 3. Adopt **Resolution CC 2020-44** to amend the Fiscal Year 2019-2020 Capital Improvement Program Budget to increase funding by \$54,674.82 for the City Hall Engineering Office Renovation Project and appropriate funds from the Transportation - Proposition A Local Return Fund, Sewer Fund, and Environmental Fund; and
 4. Authorize the City Clerk to file a Notice of Completion for the City Hall Engineering Office Renovation Project.

EXECUTIVE SUMMARY / BACKGROUND:

On February 18, 2020, the City Council awarded a contract to CEM Construction, Inc. in the amount of \$72,350 and included \$7,235 in contingencies for a total project amount of \$79,585. The scope of work consisted of the construction of two (2) new offices and one (1) large conference room within the former duplicating room located in the northeastern portion of City Hall. The proposed work will accommodate City staff and provide City departments and officials with the use of a larger, more functional conference room. The work performed by CEM Construction Inc. has been completed and it is necessary to accept the improvements and authorize the City Clerk to file a Notice of Completion (Attachment A) for the City Hall Engineering Office Renovation Project.

DISCUSSION:

In an effort to upgrade current facilities within City Hall, the Department of Public Works initiated a rehabilitation and reconfiguration of the former City Hall duplicating room that has recently been utilized for storage of office supplies. The space is approximately 56 feet long by 22 feet wide, which can accommodate two ADA-compliant offices and a large conference room measuring approximately 400 sq. ft. The largest conference room at City Hall currently does not accommodate more than 10 individuals; the new conference room will be able to accommodate at least 20 individuals for meetings or conferences. Moreover, the two newly-constructed offices will subsequently be assigned to Engineering staff.

During the construction phase of the City Hall renovation project, various City departments requested a storage space to house office supplies and miscellaneous items. As a result, the Department of Public Works requested a change order from the contractor for the construction of the additional 150 sq. ft. storage room. Thus, the original layout of the project area had to be modified and additional construction work, not included in the original bid price, was necessary. City staff reviewed and approved the following change order, increasing the overall construction contract by \$36,255 for a total project cost of \$108,605:

- Change Order No. 1 – Additional Scope of Work

Change Order No. 1 increased the overall contract amount by \$36,255 as measured by additional storage room, sound wall installation, new air duct alignment, additional electrical and network installation, and structural modifications.

In addition to the original construction project, City staff is recommending the replacement of the roof section that has deteriorated, by a licensed roofing contractor, and the procurement of new furniture, fixtures, and equipment within the project area. The procurement of new furniture is slated for two office spaces, as well as, the large conference room and several leaks in the roof were identified during project construction, prompting the need for roof repairs prior to the installation of new office amenities. These expenses will be funded by the Department of Public Works utilizing Proposition A, Sewer, and Environmental enterprise funds in the amount of \$36,069.82; no General Fund monies have been appropriated for this project.

FISCAL IMPACT:

A total project funding amount of \$90,000 was allocated in the City's approved Fiscal Year 2019-2020 Capital Improvement Program Budget for design and construction. Funds are comprised of \$30,000 from Transportation - Proposition A (account no. 2400-4300-55100-P2019), \$30,000 from Water (account no. 6011-5060-55100-P2019), and \$30,000 from Sewer (account no. 6300-2700-55100-P2019).

The following table represents the project summary:

Original Contract

Base Bid (CEM Construction, Inc.)	\$72,350.00
Contingency Allowance (10%)	\$7,235.00
Total Fiscal Impact	\$79,585.00

The updated total project cost is \$108,605.00, as outlined below in the final project summary:

Base Bid (CEM Construction, Inc.)	\$72,350.00
Change Order No. 1 (includes contingency allowance)	\$36,255.00
Total Fiscal Impact	\$108,605.00

Uses

Description	Amount
Budget Appropriation	\$ 90,000.00
Final Contract Amount & Change Orders – CEM Construction, Inc.	(\$108,605.00)
Conference Room and Office Furniture – FF&E	(\$ 20,069.82)
Roof Replacement	(\$ 16,000.00)
Total Final Project Expenditures	(\$144,674.82)
Project Balance	(\$ 54,674.82)

Additional Sources

Transportation – Proposition A Local Return Funds (account no. 2400-4300-55100-P2019)	\$20,000.00
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Sewer Funds (account no. 6300-2700-55100-P2019)	\$20,000.00
Environmental Funds (account no. 6200-5550-55100-P2019)	\$14,674.82
Total Additional Funds	\$54,674.82

CEQA (CALIFORNIA ENVIRONMENTAL QUALITY ACT):

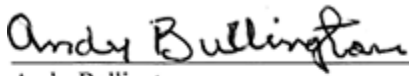
This project has been determined to be categorically exempt under CEQA in accordance with Title 14, Chapter 3, Class 1, Sections 15301 and 15302. This exemption includes the minor alteration of existing public facilities involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination. The project involves negligible or no expansion of an existing use.

ATTACHMENTS:

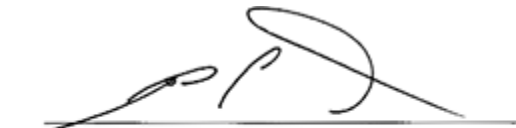
[Attachment A - NOC - City Hall Office Project](#)

[Attachment B - Resolution CC 2020-44](#)

Respectfully submitted,



Andy Bullington
Interim Public Works Director



Rafael M. Fajardo
City Engineer

**RECORDING REQUESTED BY
AND WHEN RECORDED MAIL TO:**

NAME City of Covina
STREET ADDRESS 125 E. College Street
CITY Covina
STATE CA
ZIP CODE 91723-2199

SPACE ABOVE THIS LINE FOR RECORDER'S USE

NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within 10 days after completion. (See reverse side for complete requirements.)
Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described:
2. The full name of the owner is The City of Covina
3. The full address of the owner is 125 East College Street, Covina, CA 91723-2199
4. The nature of the interest or estate of the owner is: In fee.

(If other than Fee, strike "in fee" and insert, for example, "purchaser under contract of purchase", or "Lessee")

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are:

NAMES
NONE

ADDRESSES

6. The full names and full addresses of all the predecessors in interest of the undersigned, if the property was transferred subsequent to the commencement of the work or improvements herein referred to:

NAMES
NONE

ADDRESSES

7. A work of improvement on the property hereinafter described was completed on: 05/30/20. The work done was: City Hall Office Renovation Project

8. The names of the contractor, if any, for such work improvement was: CEM Construction, Inc.

2/18/20

(If no contractor for work of improvement as a whole, insert "None")

(Date of Contract)

9. The property on which said work of improvement was completed in the City of: Covina
County of Los Angeles, State of CA, and is described as follows: City Hall

10. The street address of said property is 125 E. College Street
(If no street address has been officially signed, insert "None".)
City of Covina

Dated _____

(Signature of Owner or corporate officer of Owner named in paragraph 2, or his agent)

VERIFICATION

I, the undersigned, say: I am
the

City Engineer

The declarant of the foregoing Notice of
Completion;

(President of, Manager of, Partner of, Owner
of)

I have read said Notice of Completion and know the contents thereof; the same is true to my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on June 16, 2020 at Covina, California

(Personal signature of the individual of the individual who is swearing
that the contents of the Notice of Completion are true.)

RESOLUTION CC 2020-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COVINA, CALIFORNIA TO AMEND THE FISCAL YEAR 2020-2024 CAPITAL IMPROVEMENT PROGRAM AND THE FISCAL YEAR 2019-2020 CAPITAL IMPROVEMENT BUDGET TO REFLECT AN APPROPRIATION OF \$54,674.82 FROM AVAILABLE TRANSPORTATION - PROPOSITION A LOCAL RETURN FUND BALANCE, SEWER FUND BALANCE, AND ENVIRONMENTAL FUND BALANCE TO INCREASE FUNDING FOR THE CITY HALL ENGINEERING OFFICE RENOVATION PROJECT

WHEREAS, the City of Covina is a municipal corporation duly organized and existing pursuant to the Constitution and laws of the State of California (“City”); and

WHEREAS, the Fiscal Year 2019-2020 Operating Budget and 2020-2024 Capital Improvement Program (CIP) Budget was approved on June 18, 2019; and

WHEREAS, the approved Operating and CIP budget are in accordance with all applicable ordinances of the City and statutes of the State; and

WHEREAS, the reallocation of the appropriations between departmental activities may be made by the City Manager and amendments (increase/decrease) to the adopted 2020 Capital Improvement Program budget shall be the approval and Resolution of the City Council; and

WHEREAS, the Department of Public Works proposes to increase the scope and project cost for the City Hall Engineering Office Renovation Project; and

WHEREAS, the City of Covina wishes to allocate additional funds for the City Hall Engineering Office Renovation Project.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Mayor and City Council of the City of Covina, as follows:

SECTION 1. Amend the Fiscal Year 2020-2024 Capital Improvement Program and the Fiscal Year 2020 Capital Improvement Budget as follows: Appropriate \$54,674.82 from available Transportation - Proposition A Local Return Fund Balance, Sewer Fund Balance, and Environmental Fund Balance for the City Hall Engineering Office Renovation.

Additional Sources	Amount	Account No.
Transportation – Proposition A Local Return Funds	\$20,000.00	2400-4300-55100-P2019
Sewer Funds	\$20,000.00	6300-2700-55100-P2019
Environmental Funds	\$14,674.82	6200-5550-55100-P2019
Total Additional Funds	\$54,674.82	

SECTION 2. The City Clerk shall certify to the passage and adoption of this resolution and shall enter the same in the Book of Original Resolutions.

APPROVED and **PASSED** this 16th day of June, 2020.

City of Covina, California

BY: _____
VICTOR LINARES, Mayor

ATTEST:

GEORGIANNA NICOLE ALVAREZ,
Chief Deputy City Clerk

CERTIFICATION

I, Georgianna Nicole Alvarez, Chief Deputy City Clerk of the City of Covina, do hereby certify that Resolution CC 2020-44 was duly adopted by the City Council of the City of Covina at a regular meeting held on the 16th day of June, 2020, by the following vote:

AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:

Dated:

GEORGIANNA NICOLE ALVAREZ, Chief
Deputy City Clerk