

Office of the City Manager

CONSENT CALENDAR
October 19, 2004

To: Honorable Mayor and
Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Subject: Contract: Corporation Yard Modular Offices

RECOMENDATION

Adopt a Resolution approving plans and specifications for the Purchase and Installation of New Modular Offices; accepting the bid of Resun Leasing, Inc.; waiving plan check, building inspection and permit fees; approving \$200,000 from the Parks Tax Fund, \$423,000 from the Sewer Fund, and \$423,000 from the Refuse Fund balances for inclusion in the Corporation Yard modular offices project budget to allocate \$640,000 toward the purchase of modular buildings and \$406,000 toward associated construction, equipment, and soft costs; and authorizing the City Manager to execute a contract and any amendments, extensions or other change orders in an amount not to exceed \$640,000.

FISCAL IMPLICATIONS OF RECOMMENDATION

Phase I

Construction (Site Preparation including, demolition, grading, electrical, sewer, water, data and communications, workshop relocations)	\$ 150,000
Equipment (storage containers, communication vault, telephones)	\$ 125,000
Soft Costs (project management, project consultants, and permits).....	\$ 98,000
Contingency	\$ 33,000
Subtotal	\$ 406,000

Phase II Modular Offices

Purchase	\$ 591,879
Contingency	\$ 48,121
Subtotal	\$ 640,000
Total Project Cost	\$1,046,000

Funding is available in:

Parks Tax Fund Reserve 450-5451-463-7045-01CB28	\$ 200,000
Sewer Fund Reserve 830-5451-463-7045-01CB28	\$ 423,000
Refuse Fund Reserve 820-5451-463-7045-01CB28	\$ 423,000
Total	\$1,046,000

The Parks Tax Fund, Sewer Fund and the Refuse Fund ended Fiscal Year 2003 with a balance of \$1,718,027, \$2,705,515 and \$2,008,864, respectively. Revenues for Fiscal Year end are ahead of projections and fund balances are more than adequate for funding this much-needed project.

The Parks Recreation and Waterfront Department and the Office of Transportation both have offices at the Corporation Yard that will be affected by the modular office project and the vacating of the Ratcliff Building. Parks will occupy 21 percent of the new modular offices, with its share of the total project costs estimated to be 20 percent or \$200,000. The Office of Transportation's allocation of project costs has not been calculated, but would include a proportion of the total cost for data and communication system upgrades. Reimbursement from the Office of Transportation will be directed to the Sewer and the Refuse Funds.

Contract Management System # NCIS7

CURRENT SITUATION AND ITS EFFECTS

Until temporary modular offices are installed at the Corporation Yard, staff must continue to operate from the unreinforced masonry (URM) Ratcliff Building because there is no other facility available for their relocation. In the current situation, if the URM hazard is not promptly addressed, an earthquake will continue to threaten City employees with injuries and death and could very well throw the entire Public Works and Parks disaster response into disarray by destroying the very building where the response is managed.

BACKGROUND

As part of carrying out the mandated enforcement of the URM ordinance, the Building Official has notified the Public Works Department (PWD) that the Ratcliff Building, also known as the Facilities Maintenance Building, is a URM structure in the highest Risk Category. The building is vulnerable to heavy damage and possible collapse in the event of an earthquake, threatening many lives and much property. The PWD was ordered to vacate the Ratcliff building and either seismically upgrade the structure or demolish it. As the first step, the PWD has prepared a plan:

- To vacate the entire Ratcliff Building,
- To temporarily move the Building Maintenance Division's 28 employees, 13 vehicles and 2 storage containers off-site to a vacant City-owned building at the Solid Waste Transfer Station,
- To temporarily relocate remaining staff to new, on-site modular offices, and
- To demolish the non-landmarked portion of the Ratcliff Building.

The PWD prepared and filed for Use Permit No. 02-100000008, which was approved by the Zoning Adjustments Board (ZAB) on June 26, 2003. On December 9, 2003, the City Council dismissed an appeal of the ZAB decision and approved Use Permit No. 02-100000008.

Plans and Specification No. F-9013-04 for the purchase and installation of new modular offices at the Corporation Yard were prepared and advertised for bids in August 2004. A total of three bids were received on September 9, 2004, as tabulated in Attachment B. Resun Leasing, Inc. submitted the lowest responsive, responsible bid for the total amount of \$591,879.

Also, staff recommends that all permit fees be waived for work performed on this City-owned facility. There is a very limited budget for this project and renovations to this facility will

provide benefits to all citizens of the City of Berkeley. Permit fees are estimated to cost approximately \$12,490.

It is necessary for additional work be performed at the Corporation Yard in order to accommodate the installation of modular offices and vacate the Ratcliff Building. Phase I site preparations will include the relocation of data and communication lines from the Ratcliff Building to a new and permanent communication vault, upgrading telephones to the City's 981 system, extending utilities to the new offices, purchasing cargo containers for material and equipment currently stored in the Ratcliff Building, and relocating the vehicle radio shop, shielded radio room and a machine shop from the Ratcliff Building to other area within the Yard.

Modular offices will be installed in Phase II. Additional Phase II on-site work is necessary to complete the installation including, water, electrical and sewer connections, data and communication wiring, and a limited amount of refinished modular furniture. The estimated date that the staff will be moved into the modular offices is May 9, 2005.

In Phase III, the non-landmarked shed portion of the Ratcliff Building will be demolished and the area of its footprint will be paved and striped for efficient and safe parking of City equipment and vehicles.

RATIONALE FOR RECOMMENDATION

The purchase of modular offices is the most cost-effective way of relocating employees from the URM Ratcliff Building.

A project to seismically upgrade and improve the Ratcliff Building and make other improvements necessary to provide permanent office space and allow for the removal of modular office is expected to take 3 to 5 years to complete once funding has been budgeted. The City could then relocate, sell, or donate the modular buildings or dispose of them at a minimal cost.

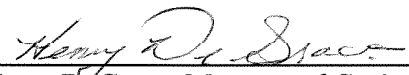
ALTERNATIVE ACTIONS CONSIDERED

Other than the temporary relocation of the Public Works Building Maintenance Division to a City owned facility at the Solid Waste Transfer facility, other suitable sites have not been identified that could accommodate the vehicles and equipment, locker rooms, shop space and material storage areas associated with the functions of Public Works and Parks, Recreation & Waterfront Departments currently located at the Corporation Yard.

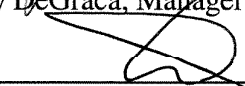
CONTACT PERSONS:

Renc Cardinaux, Director of Public Works	981-6300
Henry DeGraca, Manager of Capital Projects	981-6331
Dan Belson, Project Manager	981-6343

Approved By:



 Henry DeGraca, Manager of Capital Projects



 Rene Cardinaux, Director of Public Works

Contract: Corporation Yard Modular Offices

CONSENT CALENDAR

October 19, 2004

Attachment A - Resolution

Attachment B - Bid Abstract

ATTACHMENT A

RESOLUTION NO. -N.S.

APPROVING PLANS AND SPECIFICATIONS FOR THE PURCHASE AND INSTALLATION OF NEW MODULAR OFFICES; ACCEPTING THE BID OF RESUN LEASING, INC.; WAIVING PLAN CHECK, BUILDING INSPECTION AND PERMIT FEES; APPROVING \$200,000 FROM THE PARKS TAX FUND, \$423,000 FROM THE SEWER FUND, AND \$423,000 FROM THE REFUSE FUND BALANCES FOR INCLUSION IN THE CORPORATION YARD MODULAR OFFICES PROJECT BUDGET TO ALLOCATE \$640,000 TOWARD THE PURCHASE OF MODULAR BUILDINGS AND \$406,000 TOWARD ASSOCIATED CONSTRUCTION, EQUIPMENT, AND SOFT COSTS; AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT AND ANY AMENDMENTS, EXTENSIONS OR CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED \$640,000

WHEREAS, the Building Official has notified the Public Works Department (PWD) that the Ratcliff Building, also known as the Facilities Maintenance Building, is an unreinforced masonry (URM) structure in the highest Risk Category and has ordered the PWD to vacate the Ratcliff Building and, either seismically upgrade the structure or demolish it; and

WHEREAS, the PWD has prepared a plan and obtained Use Permit No. 02-100000008 to vacate the Ratcliff Building and relocate staff to new on-site modular offices, and to demolish the non-landmarked portion of the Ratcliff Building; and

WHEREAS, the purchase of modular offices is the most cost effective way of relocating employees from the URM Ratcliff Building; and

WHEREAS, this project was duly advertised for bids, and responsive bids were received from three contractors, and Resun Leasing, Inc. was determined to be the lowest responsive and responsible bidder; and

WHEREAS, the City does not have the resources or in-house labor for the required construction work; and

WHEREAS, the City's Administrative Regulation 6.7 provides that permit fees shall be waived for work performed on City-owned facilities; and

WHEREAS; the City needs an additional \$200,000 from the Parks Tax Fund, \$423,000 from the Sewer Fund, and \$423,000 from the Refuse Fund balances for inclusion in the Corporation Yard modular offices project, and the contract was entered in the Citywide contract database with CMS # NCIS7.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the amount of \$200,000 from the Parks Tax Fund, \$423,000 from the Sewer Fund, and \$423,000 from the Refuse Fund balances is approved for inclusion in the Corporation Yard modular offices project budget to allocate \$640,000 toward the purchase of modular buildings and \$406,000 toward associated construction, equipment, and soft costs.

BE IT FURTHER RESOLVED, that the Council of the City of Berkeley approves the plans and Specifications No. F-9013-04 for the purchase and installation of new modular offices, accepts the bid from Resun Leasing, Inc., and waives plan check, building inspection and permit fees.

BE IT FURTHER AND FINALLY RESOLVED, that the Council of the City of Berkeley authorizes the City Manager to execute a contract and any amendments, extensions or change orders with Resun Leasing Inc. for the purchase and installation of modular offices for the Corporation Yard in an amount not to exceed \$640,000, which includes a \$48,121 contingency (budget codes 420-5451-463-7045-01CB28, 830-5451-463-7045-01CB28 and 820-5451-463-7045-01CB28). A record signature copy of the agreement and any amendments to be on file in the Office of the City Clerk.

ATTACHMENT B

BID ABSTRACT 09/09/04

Purchase & Installation of New Modular Offices, Corporation Yard
Specification No. F-9013-04

BIDDER	AMOUNT
1. Resun Leasing, Inc. Houston Texas	\$591,879
2. Design Space Modular Buildings, Vacaville, CA	\$614,122
3. U.S. Modular Group, Inc., Orange, CA	\$660,000

