



Agenda Item No. 3

To: Building and Operating Committee/Committee of the Whole
Meeting of June 21, 2007

From: Jim Swindler, Ferry Manager
Ewa Z. Bauer, Deputy District Engineer
Denis J. Mulligan, District Engineer
Celia G. Kupersmith, General Manager

Subject: **APPROVE ACTIONS RELATIVE TO THE AWARD OF CONTRACT NO. 2007-FT-3, LARKSPUR FERRY TERMINAL ADMINISTRATION BUILDING IMPROVEMENTS, TO KCK BUILDERS, INC.**

Recommendation

The Building and Operating Committee recommends that the Board of Directors approve the following actions relative to Contract No. 2007-FT-3, *Larkspur Ferry Terminal Administration Building Improvements*:

1. Authorize the award of Contract No. 2007-FT-3 to KCK Builders, Inc., San Rafael, CA, in the amount of \$412,000;
2. Authorize a contingency fund in the amount of \$41,200, equal to 10% of the contract award; and,
3. Authorize a budget increase in the amount of \$218,000 in the FY 06/07 Ferry Division Capital Budget for Contract No. 2007-FT-3, to be funded with a budget transfer from the FY 06/07 Bridge Division Operating Budget to the FY 06/07 Ferry Division Capital Budget, subject to the concurrence of the Finance-Auditing Committee at its meeting of June 21, 2007.

This matter will be presented to the Finance-Auditing Committee at its June 21, 2007, meeting for concurrence and to the Board of Directors at its June 22, 2007, meeting for appropriate action.

Summary

The Larkspur Ferry Terminal Administration Building was constructed in 1976 to provide administrative office spaces in the second floor mezzanine and maintenance and storage spaces on the first floor. After over 30 years, the mezzanine offices are now in need of the following improvements:

1. The current HVAC system has severely deteriorated and no longer functions to provide cooling, heating or ventilation for the offices. It needs to be replaced with a new HVAC system, with two new roof-mounted heat pump units and ductwork system, to comply with the current building code.
2. The mezzanine has only one stairway access to all the offices. A fire-rated exit corridor and a second stairway need to be constructed to satisfy emergency egress requirements.
3. The first floor maintenance activities generate welding fumes and other exhaust which should be prevented from entering the administration offices. A fire-rated wall needs to be constructed to separate the air space of the first and second floors to satisfy this requirement.
4. The Ferry Division currently does not have a conference room for meetings and training of personnel or a file room for storage of record documents. The conference room and file room need to be created to improve Ferry Division operations and efficiency. The conference room will also function as the Incident Command Center as needed. In addition, additional office space needs to be created for one more administrative staff per current Ferry Division organization.
5. The administration offices are in need of general remodeling, including painting, lighting, flooring, ceiling, data and audio/video, cabinet, wash sink and miscellaneous improvements.

This project will provide the necessary improvements listed above. An architectural consultant was hired to prepare the design plans and technical specifications, and staff has prepared the remaining bid documents to construct the Administration Building Improvements. Staff has inquired about a permit to the Bay Conservation and Development Commission (BCDC) in regards to these building improvements and BCDC has indicated that a permit is not required for this project, which involves mainly interior remodeling.

Contract No. 2007-FT-3, *Larkspur Ferry Terminal Administration Building Improvements*, was advertised for bids on May 8, 2007. On June 5, 2007, the following two bids were received, opened and publicly read:

	<u>COMPANY</u>	<u>AMOUNT</u>
1.	KCK Builders, Inc. San Rafael, CA	\$412,000
2.	W. Chapot Construction Co. Alameda, CA	\$502,900

The Engineering staff, DBE Program Office and Attorney have evaluated the bids and concluded that the apparent responsive, responsible low bidder is KCK Builders, Inc., with a bid price of \$412,000.

No contract-specific Disadvantaged Business Enterprise (DBE) participation goal was established for this Contract; however, bidders were strongly encouraged to obtain DBE participation and were required to document their activities in the solicitation and selection of subcontractors and suppliers to ensure that the bidding process was carried out in a nondiscriminatory manner. The DBE Program Administrator has determined that KCK Builders, Inc. has complied with the DBE requirements applicable to the Contract. At this time, no DBE participation is anticipated during the performance of this Contract.

Fiscal Impact

This project is included in the FY 06/07 Ferry Division Capital Budget in the amount of \$310,000 and is 100% District funded. To date, approximately \$18,550 has been spent on the design consultant. A capital budget increase in the amount of \$218,000 is required to fully fund this project at the estimated total cost of \$528,000. The detailed budget for this project is as follows:

Contract No. 2007-FT-3	\$	412,000
Construction Contingency (10%)		41,200
Contract Administration (staff time) (10%)		41,200
Construction Support Services (consultants)		10,000
Miscellaneous (printing, advertising, mailing, etc.)		5,000
Design Consultant		<u>18,600</u>
TOTAL BUDGET	\$	528,000

Award of this contract will be funded by \$310,000 in the FY 06/07 Ferry Division Capital Budget and \$218,000 transferred from the FY 06/07 Bridge Division Operating Budget to the Ferry Division Capital Budget.