



# City of Del Mar Staff Report



TO: Honorable Mayor and City Council Members

FROM: Tim Thiele, City Engineer  
Via Scott W. Huth, City Manager

DATE: May 16, 2016

SUBJECT: Authorization for the City Manager to Award a Contract for Demolition Services of the City Hall Project Site to the Lowest Responsible Bidder and to Negotiate as Necessary to Resolve Potential Bid Issues

## REQUESTED ACTION/RECOMMENDATION:

Authorize the City Manager to negotiate and award a construction contract with a Demolition Contractor to the lowest responsible bidder in the amount not to exceed \$500,000.

## DISCUSSION/ANALYSIS:

The demolition project includes removal of the City Hall building, storage building, annex and TV studio, site paving and all concrete walks and stairs. All utility services will be disconnected and capped at the property lines. Prior to the start of demolition of the structures and removal of concrete and asphalt, the project includes the installation of perimeter fencing and a noise barrier along the western property line to satisfy EIR the mitigation requirements identified in the Environmental Impact Report (EIR) for the City Hall/Town Hall project. Additionally, as demolition progresses, separation of construction debris and recycling of waste materials will be required in accordance with the City's Solid Waste Ordinance. At the end of demolition and removal of debris, the soil will be stabilized with a spray on fiber to minimize the potential for water and wind erosion.

A notice inviting bids was advertised on eBidboard on April 27, 2016 and May 3, 2016, and project plans and specifications were available for download on the Internet (eBidboard.com) effective May 3, 2016. Contracting laws allow the City to award the contract to the lowest responsive bidder. Bids will be received on May 26, 2016 at 4:00pm.

The bidding documents which contain the full project specifications are available on the City's website at: <http://www.delmar.ca.us/bids.aspx?bidID=24>

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City Council Action:

Staff is asking that the City Council authorize the City Manager to award this demolition work to the lowest responsible bidder and to exercise its authority to resolve any potential bid issues so that a contract can be executed by the City Manager for this work.

PROJECT SCHEDULE:

Contractor bids are due May 26, 2016. Award of the contract and notice to proceed is expected to be June 1, 2016. The contractor then has 10 days to commence with the work per the contract. It is expected that early site preparations, the installation of fencing and the noise barrier, and building interior abatement could begin as early as June 8, 2016. Demolition of the site is expected to be completed within approximately eight weeks. In keeping with the overall project schedule, this timeline is necessary in order to complete demolition of the existing improvements and to allow sufficient time for a final engineering survey of the site prior to the close of the construction bid period for the new City Hall/Town Hall project so construction contractors have that information available as part of preparing their bid for construction of the new project.

FISCAL IMPACT:

Staff proposes the following project budget allocation:

Del Mar City Hall Demolition	\$ 500,000
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The City Hall/Town Hall project is funded in the City's Adopted Operating and Capital Budget for Fiscal Year 2015-2016 and 2016-2017. The cost for demolition of the existing buildings is included in the overall project budget of \$17.8 million approved by the City Council on November 16, 2015.

ENVIRONMENTAL IMPACT:

The City Hall Project has an approved Environmental Impact Report (EIR), which was certified on January 4, 2016.

PRIOR CITY COUNCIL REVIEW:

During the last twenty-five months, the City Council has addressed the numerous topics associated with City Hall/Town Hall planning at multiple, noticed meetings. Most recently in 2016 the City Council has reviewed the following:

- January 4, 2016: Environmental Impact Report (EIR) certification
- January 19, 2016: Approvals of Permits for City Hall

RESOLUTION NO. 2016- \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DEL MAR, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH THE LOWEST RESPONSIBLE BIDDER FOR DEMOLITION SERVICES OF THE CITY HALL PROJECT SITE

WHEREAS, between June 2013 and June 2014, the City of Del Mar has conducted the planning phase for a new City Hall/Town Hall at 1050 Camino del Mar and committed itself to improve the conditions of public buildings for community users and City employees within a three-year timeframe; and

WHEREAS, between June 2014 and March 2015, the City undertook the Master Planning Phase, including analysis of a variety of options for additional uses, preliminary cost estimates and options for site development; and

WHEREAS, on March 2, 2015, by Resolution 2015-11, the City Council directed staff to initiate the Design Phase (Schematic Design and Design Development) and the Environmental Review process, consisting of review of the proposed project according to the California Environmental Quality Act (CEQA); and

WHEREAS, between March 2015 and July 2015, the City and the selected architect completed the schematic design of the project; and

WHEREAS, between July and October 2015, the City and the selected architect completed the design development process for the project based on an extensive public outreach; and

WHEREAS, on October 19, 2015, the City Council adopted a revised project schedule, which established that demolition should begin 30 days after the EIR Notice of Determination; and

WHEREAS, on November 2, 2015, the City Council adopted a proposed design for the project for the entitlements; and

WHEREAS, on November 16, 2015, the City Council adopted a project budget of \$17,845,443 million; and

WHEREAS, on January 4, 2016, the City Council certified the Environmental Impact Report (EIR) for the project, which includes the demolition of the existing improvements on the site and necessary mitigation measures; and

WHEREAS, on January 19, 2016, the City Council approved the project entitlements; and

WHEREAS, on March 21, 2016, the City Council authorized the City Manager to enter into a Professional Service Agreement with the Miller Hull Partnership LLC. for architectural design consulting services to develop construction documents for the City Hall/Town Hall Project; and

WHEREAS, on March 21, 2016, the City Council authorized proceeding with arrangements to secure financing through the California Infrastructure and Economic Development Bank (I-Bank), which was approved by the I-Bank Board of Directors on April 28, 2016; and

WHEREAS, on April 5, 2016, the City Council approved a lease agreement for temporary relocation of City Hall, effective early June 2016; and

WHEREAS, in order to prepare the site for initiation of construction in September and to conduct a final survey of the property before the construction bids are submitted, demolition needs to begin in early June 2016; and

WHEREAS, on May 3, 2016, the City issued a Notice Inviting Bids for demolition services in accordance with California Public Contracting Code requirements.

WHEREAS, based on the overall project schedule, in order to complete demolition of the existing improvements to allow sufficient time for a final engineering survey of the site prior to the close of the construction bid period so the construction contractors have that information available as part of preparing their bid, a contract for demolition needs to be awarded by June 1, 2016.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Del Mar, California, that:

- A. The above recitals are true and correct.
- B. The City Council authorizes the City Manager to enter into a Contract for Construction for the City Hall Demolition with the lowest responsible bidder identified through the bid process based on bids due for submittal on May 26, 2016 for an amount not to exceed \$500,000, which is included in the approved budget for the City Hall/Town Hall project included in the City's adopted Operating and Capital Budget for Fiscal Year 2015-2016 and 2016-2017.
- C. The City Council authorizes the City Manager to issue a Notice to Proceed to the selected contractor for such services, effective early June 2016.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Del Mar, California, at a Regular Meeting held on the \_\_\_\_ day of May 2016.

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SHERRYL PARKS, Mayor  
City of Del Mar

APPROVED AS TO FORM:

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LESLIE E. DEVANEY, City Attorney

ATTEST AND CERTIFICATION:

STATE OF CALIFORNIA  
COUNTY OF SAN DIEGO  
CITY OF DEL MAR

I, Ashley Jones, Administrative Services Director/City Clerk of the City of Del Mar, California, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution 2016-\_\_\_\_\_, adopted by the City Council of the City of Del Mar, California, at a Regular Meeting held the \_\_\_\_ day of May, 2016, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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ASHLEY JONES,  
Administrative Services Director/City Clerk  
City of Del Mar