



AGENDA REPORT SUMMARY

Meeting Date: March 12, 2024

Subject Construction Contract Award: City Hall Expansion into Los Altos Youth Center Project CF-01044

Prepared by: Scott Reeves, Project Manager

Reviewed by: Manuel Hernandez, Parks and Recreation Director

Approved by: Gabriel Engeland, City Manager

Attachment(s):

1. Bid Results
2. Resolution

Initiated by:

Capital Improvement Plan – Project CF-01044 City Hall Expansion into Los Altos Youth Center

Previous Council Consideration:

None

Fiscal Impact:

The construction will be the Base Bid in the amount not-to-exceed \$3,932,000, Bid Alternate #1 in the amount not-to-exceed \$236,900, and up to 15% contingency, if needed, in the amount not-to-exceed \$625,335 for a total not-to-exceed of \$4,794,235.

- Breakdown of funds to be used:
 - o \$4,794,235 General Fund
- Amount already included in approved budget: Y
- Amount above budget requested: 0

Project Item	Project Budget
Construction of Base Bid	\$3,932,000
Construction of Bid Alternate #1 Windows	\$236,900
Construction Contingency (15%)	\$625,335
Total Construction Cost:	\$4,794,235



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Environmental Review:

The proposed project is exempt from environmental review pursuant to section 15301 of the state guidelines for the California Environmental Quality Act (CEQA) as the proposed project is consisting of interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances.

Policy Question(s) for Council Consideration:

- Does the Council wish to direct staff to enter into contract with Giant Construction, LLC. of Oakland, California to complete the construction of the City Hall Expansion into Los Altos Youth Center Project?

Summary:

- The City Hall Expansion into Los Altos Youth Center Project will convert the existing Los Altos Youth Center (LAYC) into additional office space for the City Manager's Office, Human Resources, IT, Finance Department, and City administrative staff. The construction generally includes:
 - Architectural and structural remodel;
 - Interior office reconfiguration;
 - Electrical, plumbing, mechanical, lighting, and audio/visual system upgrades;
 - Electrical connection to the new emergency operations center;
 - Communication connections to City Hall and Police Department;
 - Exterior patios and access paths;
 - Site grading and storm drainage improvements;
 - And associated underground utilities.

Staff Recommendation:

Award the construction contract for the City Hall Expansion into Los Altos Youth Center Project CF-01044 to Giant Construction, LLC. of Oakland, California as the lowest responsible bidder submitting a responsive bid with a Base Bid amount not-to-exceed \$3,932,000, Bid Alternate #1 amount not-to-exceed \$236,900, and up to 15% contingency, if needed, in the amount not-to-exceed \$625,335, for a total amount not-to-exceed \$4,794,235.



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Purpose

To complete the proposed improvements for the Los Altos City Hall Office Expansion at Youth Center.

Background

Los Altos City Hall does not have enough space to accommodate its current services, including the City Manager's Office, Public Works Department, Development Services Department, Human Resources, IT, Finance Department, and City administrative staff. The City of Los Altos hired CO+ED Architecture in August 2022 to design a code-compliant office conversion for LAYC to relocate the City Manager's Office, Human Resources, IT, Finance Department, and City administrative staff.

Discussion/Analysis

The design team completed construction documentation and permitting in December 2023. Staff released the construction documents for public bidding on December 22, 2023, posting the project to the City of Los Altos Request for Bids webpage. A Notice to Contractors was published in the Los Altos Town Crier on January 3 and January 10, 2024. A mandatory pre-bid conference was held on January 18, 2024 at the project site with forty-five (45) contractors in attendance. Eight (8) sealed bids were received on February 01, 2024 and read aloud in the Los Altos Council Chambers. The bid results are included as Attachment 1.

The Base Bid includes all critical improvements necessary to complete the office conversion. The Bid Alternate #1 includes replacing (16) additional windows that are not critical to the office conversion project but will add value by improving operational and maintenance efficiency and providing a consistent architectural aesthetic.

Bid Protest

On February 15, 2024, the City gave Notice to award the Project bid to Argo Construction, Inc (Argo) that its bid regarding Project No. CF-01044 (Project).

On February 21, 2024, the second lowest bidder, Giant Construction (GC) filed a formal bid protest to Argo's bid.

On February 22, 2024, Argo responded to GC's formal bid protest.

After review by the City, Argo's Bid Package was determined to be incomplete because the corporate officer notarization was not submitted. And because the Bid Bond lacked the complete authorizations, Argo was afforded the ability to withdraw its bid without forfeiting its bid bond.



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Although this deviation did not affect price, it is material in nature by creating an unfair bidding advantage. As a result of this formal bid protest, the City determined Giant Construction, LLC. to be the lowest responsive, responsible bidder.

Recommendation

The staff recommends the City Council adopt a resolution to authorize the City Manager to award the construction contract for the City Hall Expansion into Los Altos Youth Center Project CF-01044 to Giant Construction, LLC. of Oakland, California with a Base Bid amount not-to-exceed \$3,932,000, Bid Alternate #1 amount not-to-exceed \$236,900, and up to 15% contingency, if needed, in the amount not-to-exceed \$625,335, for a total amount not-to-exceed \$4,794,235.