

REPORT OF GENERAL MANAGER

NO. 03-05

DATE January 8, 2003

C.D. 04

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: GRIFFITH OBSERVATORY - RENOVATION AND EXPANSION (#1504C)  
AMENDMENT NO. 1 TO PROJECT MANAGEMENT CONTRACT NO. 2859  
WITH STEGEMAN AND KASTNER, INC., INCREASING TERM AND  
CONTRACT AMOUNT

J. Duggan \_\_\_\_\_  
A. Coroalles \_\_\_\_\_  
J. Kolb \_\_\_\_\_  
H. Fujita \_\_\_\_\_

J. Kolb \_\_\_\_\_  
\*R. Fawcett RF FOR \_\_\_\_\_  
L. Barth \_\_\_\_\_

*John Duggan for  
Manuel A. Mollinedo*  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

It is recommended that the Board:

1. Approve the attached Amendment No. 1 decreasing the base contract amount of \$819,000.00 by (\$440,000.00), for services not to be rendered by Stegeman and Kastner, Inc. (Consultant) during construction;
2. Approve the attached Amendment No. 1 increasing the amount of the contract by \$243,000.00, for new construction services to be rendered by the Consultant;
3. Approve the attached Amendment No. 1 increasing the amount of the contract by \$331,761.00, for extra services already completed by the Consultant;
4. Approve the attached Amendment No. 1 increasing the not-to-exceed amount of \$80,000.00 in reimbursable expenses by \$80,000.00, for a total not-to-exceed amount of \$160,000.00;
5. Approve an extension of Contract No. 2859 for an additional two (2) years for a new total of eight (8) years, with a new expiration date of June 24, 2006;
6. Find that the Department does not have available in its employ personnel with sufficient time and the necessary expertise to undertake these specialized professional tasks in a timely manner and it is more feasible and economical as well as in the Department's best interest to secure these services by contract; and,

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7. Direct the Board Secretary to submit the proposed Agreement to the Mayor in accordance with Executive Directive No. 16, concurrently to the City Attorney for review as to form, and to the City Council. Upon the Mayor's, the Council's and City Attorney's approval, authorize the President and Secretary of the Board to execute the Agreement.

SUMMARY

On June 24, 1998, Contract No. 2859 was executed between the City and Consultant for professional management services for the design and construction of the Griffith Observatory Renovation and Expansion project. Per the terms of the contract, the Consultant was required to assist the City in the overall monitoring and management of all aspects of the Project for the entire duration of the Project. On September 20, 2002, the Board awarded the construction contract to the lowest responsive responsible bidder S.J. Amoroso Construction Co., Inc. (Bd. Rpt. #02-339).

The Bureau of Engineering (BOE) will be providing full-time project management services during construction of the Observatory, and the scope of the Consultant's work will need to be revised. The Amendment will require the Consultant to provide a full-time document control manager during construction. In addition, the Amendment will reflect all changes to the Fee and Time Schedule, as approved by the Board to date. The Amendment will revise the base contract amount of \$819,000.00 to a new adjusted amount of \$953,761.00 as follows:

<u>Description</u>	<u>Amount</u>
Existing Base Contract	\$819,000.00
Services not to be Rendered	(\$440,000.00)
New Construction Services to be Rendered	\$243,000.00
Extra Services Completed to Date	<u>\$331,761.00</u>
TOTAL	\$953,761.00

Additional services, such as project scheduling review will be authorized by the Department as a reimbursable expense, on an as-needed basis as directed by the Department. Project scheduling review is anticipated for the initial baseline schedule and monthly review. The cost for project scheduling review will increase the current reimbursable amount of \$80,000.00 by an additional \$80,000.00, for a total not-to-exceed amount of \$160,000.00.

Existing Base Contract & Services not to be Rendered

The existing base contract identifies a total fee amount not-to-exceed \$819,000.00 for the Consultant. With BOE's full-time involvement during construction, it is staff's recommendation to amend the contract, and reduce the scope of the Consultant's role and responsibilities. The Consultant's work as currently defined in the contract is no longer required, and would be duplicated

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by BOE's construction management team. It is staff's recommendation to eliminate the remaining scope of work in the contract to be performed by the Consultant in the amount of (\$440,000.00).

New Construction Services To Be Rendered

A document control administrator who is familiar with construction industry practices is required for the project. The City currently does not have an ability to employ such a person. The responsibilities for the administrator are defined in the Amendment. According to the Amendment, the Consultant will provide a full-time document control administrator on site. The Amendment requires the City to pay the Consultant \$6,750.00 per month for 36 months, for a total amount of \$243,000.00.

Extra Services Completed To Date

The Board has already authorized \$331,761.00 for extra services related to the expanded project scope and additional services. The Amendment will increase the contract amount by \$331,761.00 as follows:

<u>Bd Rpt No.</u>	<u>Extra Service Approved</u>	<u>Amount</u>
158-99	Expanded Schematic Design	\$40,000.00
420-99	Expanded Preliminary Plans	\$20,336.00
01-54	Expanded 50% Working Drawings	\$25,294.00
01-54	Expanded 100% Working Drawings	\$25,294.00
01-54	Expanded Final Plans	\$50,578.00
01-54	Peer Review Management	\$9,608.00
01-54	Community Impact Mitigation Management	\$7,130.00
01-54	FF&E and Exhibits Management	\$10,480.00
01-54	Youth-At-Risk	\$84,020.00
02-63	Expanded Bidding	<u>\$59,012.00</u>
	TOTAL	\$331,761.00

The contract will expire on June 24, 2004. The Department staff has estimated that the completion of construction will be in 2005 and will exceed the six year term of the personal services contract with the Consultant. Since the Consultant's services will be required through the completion of construction, it is essential that the term of the contract be extended to ensure uninterrupted service. The Amendment will extend the contract for an additional two years for a total term of eight years, with a new expiration date of June 24, 2006.

This contract is recommended for amendment in compliance with all Department and City procedures, policies and laws applicable to the award of the contracts. Principals of the firm are not employees or officials of the City; are free to make recommendations or perform the services

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specified in the contract; and have no authority, with respect to the City's decisions relating to the project, beyond fulfilling the provisions of the contract.

The firm has agreed in writing to comply with and/or has submitted the appropriate, executed forms (listed below) as outlined on the CAO's "Analysis of Proposed Contract" form and the "Standard Provisions For City Contracts:"

Child Care and Child Support Declaration Statements

Affirmative Action Program

Business Tax Registration Certificate

Equal Benefits Ordinance

MBE/WBE Policy

Living Wage, Service Worker Retention Ordinance

Insurance Requirements

This Amendment requires approval by the City Attorney's Office.

Board Report prepared by Sammy Wong, Project Manager.