

APPROVED

MAR 14 2012

REPORT OF GENERAL MANAGER

NO. 12-088

DATE March 14, 2012

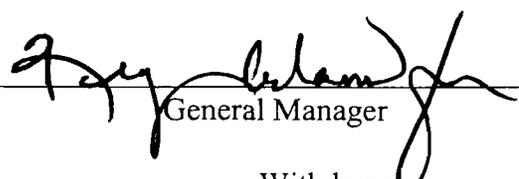
BOARD OF RECREATION and PARK COMMISSIONERS

C.D. 11

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CRESTWOOD HILLS PARK - FACILITY ENHANCEMENTS PHASE II (PRJ20224) (W.O. #170459F) PROJECT - SUPPLEMENTAL AGREEMENT TO MEMORANDUM OF UNDERSTANDING BETWEEN DEPARTMENT OF RECREATION AND PARKS, DEPARTMENT OF PUBLIC WORKS, BUREAU OF ENGINEERING AND DEPARTMENT OF GENERAL SERVICES; CONSTRUCTION SERVICES AND FINAL ACCEPTANCE

R. Adams	_____	K. Regan	_____
H. Fujita	_____	*M. Shull	<u>MS</u>
V. Israel	_____	N. Williams	_____



 General Manager

Approved *As Amended* Disapproved _____ Withdrawn _____

RECOMMENDATIONS:

That the Board:

1. Approve the proposed Supplemental Agreement to Memorandum of Understanding (MOU) between Department of Recreation and Parks (RAP), Department of Public Works, Bureau of Engineering (BOE), and Department of General Services (GSD), Construction Services for the Crestwood Hills Park - Facility Enhancements Phase II (PRJ20224) (W.O. #EX170459F) project; to extend the term of the MOU from 12 months to 36 months and to transfer an additional \$7,172.48 to cover the final change order to the project; and
2. Authorize the Chief Accounting Employee, subject to City Council and Mayoral approval, to request that staff of the City Administrative Office (CAO) include, in the next Construction Projects Report (CPR) to the City Council, a transfer, at the request of the BOE, of appropriation, in the not-to-exceed amount of \$7,172.48, in construction funds to GSD, as follows:

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From:

FUNDING SOURCE	FUND/DEPT. NO./ACCT. NO.	APPROPRIATION AMOUNT
Quimby	302/89/89460K-CA	<u>\$7,172.48</u>
Total:		\$7,172.48

To:

Through GSD Account, to the appropriate GSD account in Funds 100, Dept. 40, listed below:

1014 – Construction Services:	\$1,435.00
1101 – Construction Salaries Hiring Hall:	\$1,978.00
1121 – Construction Salaries Hiring Hall Fringe Benefits:	\$ 890.48
3180 – Construction Materials and Supplies:	<u>\$2,869.00</u>
Total:	\$7,172.48

and transfer cash to GSD as a one time, final project expense, upon review and approval of the expenditure reports submitted by GSD and approval of these reports by the BOE Project Manager.

3. Direct the Board Secretary to transmit the proposed Supplemental Agreement to the City Attorney for review and approval as to form; and
4. Authorize the General Manager to execute the proposed Supplemental Agreement, subject to approval of the City Attorney as to form;
5. Accept the work performed under the MOU, as outlined in the Summary of this Report; and,
6. Authorize the Board Secretary to furnish GSD with a letter of completion for the project.

SUMMARY:

The Crestwood Hills Park Facility Enhancement Phase I project was completed by the GSD and accepted by the Board on July 23, 2008 (Board Report No. 08-210). The Crestwood Hills Park – Facility Enhancements Phase II (PRJ20224) (W.O. #E~~X~~170459F) project MOU between RAP, BOE, and GSD was approved by the Board on August 12, 2009 (Board Report No. 09-203). The project was funded entirely by Quimby funds. The Phase II scope of work includes kitchen, storage, and mechanical room remodeling; community room wood flooring; and reconstruction of the adjacent sidewalks.

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On July 9, 2008, the Board approved the allocation of \$163,062 in Subdivision/Quimby Fees for the project (Board Report No. 08-198). Of these funds, \$154,547 was appropriated to GSD to fund construction of the project. The initial base construction funding awarded to GSD was \$140,497. In addition, six (6) change orders were issued for a total of \$14,050, therefore, the final funding amount to GSD was \$154,547.

GSD has completed the required scope of work as of this date. Subsequent to completion of construction, GSD requested a final (seventh) change order, in the amount of \$7,172.48, which exceeds the MOU amount of \$154,547. As the amount is within the overall \$163,062 allocated to the project by the Board, no additional funds will be required, however, a Supplemental Agreement to the MOU is required to cover the additional funds and extend the term of the MOU from 12 months to 36 months to cover this change. The final change order will pay for work required by the Department of Building and Safety during inspection and to repair floor damage done by the public subsequent to the completion of the project. Prior to the grand opening event, RAP staff allowed the public to use the facility, which caused the damage to the floors, necessitating the repair work.

GSD has finished the work, and BOE staff has completed the construction management of the project. BOE advised RAP that GSD completed the construction of this project and that the quality of the work is excellent.

There were no contract compliance or labor issues with the work done under this MOU. Some of the construction work was completed by City employees and other work by subcontractors under the supervision of GSD staff.

FISCAL IMPACT STATEMENT:

There is no fiscal impact for this project. Current staff will continue to provide the necessary maintenance. The completed improvements are an asset to this facility, and should reduce near-term maintenance needs.

This report was prepared by William Tseng, Project Manager, Recreational and Cultural Facilities Program, BOE. Reviewed by Neil Drucker, Program Manager, Recreational and Cultural Facilities Program, BOE; Deborah Weintraub, Chief Deputy City Engineer, BOE; and by Michael A. Shull, Superintendent, Planning, Construction and Maintenance Division, Department of Recreation and Parks.