

**AGENDA BILL**

**Beaverton City Council  
Beaverton, Oregon**

**SUBJECT:** Contract Award – City Hall Building Tenant Improvements on Second Floor for Finance Department

**FOR AGENDA OF:** 10-03-17 **BILL NO:** 17203

**MAYOR'S APPROVAL:** *Denny Darle*

**DEPARTMENT OF ORIGIN:** Mayor's

**DATE SUBMITTED:** 09-11-17

**CLEARANCES:** City Attorney *W. P. ...*  
CAO *PLS*  
Purchasing *St. Huralt*  
Finance *MO Blue*  
Facilities *PVO*

**PROCEEDING:** CONSENT AGENDA  
(CONTRACT REVIEW BOARD)

**EXHIBITS:** Bid Summary

**BUDGET IMPACT**

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$423,598*	BUDGETED \$117,838* FY 2016-17	REQUIRED \$-0-
	\$315,500* FY 2017-18	

\*Account Number 001-13-0007-605 – General Fund – Non-Departmental - Beaverton Building Operations Program, Capital Outlay - Buildings and Building Improvements Account. The \$117,838 Amount Budgeted in FY 2016-17 is the unspent appropriation remaining as of the end of FY 2016-17 and is recommended to be carried forward into FY 2017-18 in the November 2017 Supplemental Budget. The \$315,500 is included in the FY 2017-18 Adopted Budget and together with the recommended \$117,838 carryforward from FY 2016-17 would provide a total of \$433,338 for this project. In addition to the \$283,310 recommended contract award in this agenda bill for the construction improvements, the project also includes \$98,578 for workstation furniture, \$11,710 for cabling, and \$30,000 for unforeseen expenses and moving Finance from the fourth to the second floor.

**RECOMMENDED ACTION:**

City Council awards a contract for the City Hall Tenant Improvements to Ross Builders Northwest of Hillsboro, Oregon, in the amount of \$283,310, in a form approved by the City Attorney, as the lowest responsive bid received from a responsible bidder and authorizes the Finance Director to carryforward the \$117,838 unspent appropriation remaining in FY 2016-17 for this project to the FY 2017-18 Budget in the November 2017 Supplemental Budget.

**HISTORICAL PERSPECTIVE:**

General City government staff moved into the current City Hall in August of 2014. At that time, 175 FTE's were relocated from Griffith Drive. Since that time, growth in the Beaverton community and uptick of economic conditions has prompted an increase in staff in both the Public Works and Community Development Departments. In order to allow those two departments to expand, the logical solution is to move the Finance Department to the second floor.

The Planning Commission approved modification of the Land Use Permit on June 15, 2016, to allow the City to expand into the second floor.

**INFORMATION FOR CONSIDERATION:**

The purpose of this project is to complete the tenant improvements associated with moving the Finance Department from the fourth floor of The Beaverton Building/City Hall, to the second floor, to allow room for expansion of the Public Works and Community Development Departments on the fourth floor. Design work has been completed by Hennebery Eddy Architects, Inc., chosen from the City's retainer agreement for design services.

The invitation for bid was advertised in the Daily Journal of Commerce on July 28, 2017. A mandatory pre-bid meeting was held on August 15, 2017, attended by 11 prime contractors. Five (5) bids were received and opened on August 31, 2017, at 2:00 p.m. in the Tualatin River Conference Room at The Beaverton Building/City Hall. Ross Builders Northwest of Hillsboro, Oregon, submitted the lowest responsive bid in the amount of \$283,310.

Staff reviewed the qualifications of Ross Builders Northwest, an Emerging Small Business, and determined that they are qualified to complete this tenant improvement project.

With City Council approval of the bid award, a Notice to Proceed would be issued to the Contractor on or about October 12, 2017. The estimated substantial completion date of the project is February 15, 2018.

City of Beaverton

**BID SUMMARY**

Project Name: City Hall Tenant Improvements

OPENED ON: August 31, 2017 @ 2:00 PM

WITNESSED BY: Terry Muralt

VENDOR NAME CITY, STATE	Bid Proposal	Bid Proposal Certification - Ack. Addenda	Bid Bonds	Bidder Construction Schedule	Current Project Info	Bidders Responsibility Form	TOTAL BID
Ross Builders NW – Hillsboro, OR	✓	✓	✓	✓	✓	✓	\$283,310.00
SBS Construction – Portland, OR	✓	✓	✓	✓	✓	✓	\$295,000.00
First Cascade Corporation – Lake Oswego, OR	✓	✓	✓	✓	✓	✓	\$319,404.00
Yorke and Curtis- Beaverton, OR	✓	✓	✓	✓	✓	✓	\$332,753.00
Doyon Management Services, LLC – Federal Way, WA	✓	✓	✓	✓	✓	✓	\$405,764.89

The Purchasing process has been confirmed.

Signed: *Terry Muralt*  
Finance Department, Purchasing Division

The above amounts have been checked:  YES  NO

Date: 8/31/2017



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