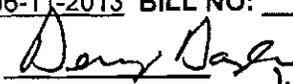


AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Contract Award – Washington County
Visitor's Association Tenant Improvements,
First Cascade Corporation

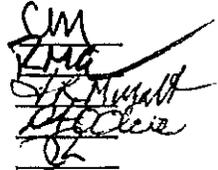
FOR AGENDA OF: 06-11-2013 **BILL NO:** 13124

Mayor's Approval: 

DEPARTMENT OF ORIGIN: CEDD 

DATE SUBMITTED: 06-05-2013

CLEARANCES: City Attorney
CAO
Purchasing
Finance
Planning



PROCEEDING: CONSENT AGENDA
(CONTRACT REVIEW BOARD)

EXHIBITS: 1. Bid Summary
2. Bid Tabulation

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$88,934	BUDGETED \$81,378*	REQUIRED \$7,556**

*Account Number 001-13-0007-384 – General Fund – Non-Departmental – South Office Building Operations – Building Projects Account. The \$81,378 Amount Budgeted is included in the FY 2012-13 Budget and was established by Resolution 4175 that was approved by Council at the May 14, 2013 meeting through Agenda Bill 13102.

** The \$7,556 Appropriation Required amount will be reimbursed to the City by WCVA per Section 7.1 of the lease agreement.

RECOMMENDED ACTION:

City Council, acting as Contract Review Board, awards a contract for the tenant improvements for Washington County Visitor's Association (WCVA) in the South Office Building, to First Cascade Corporation, Lake Oswego, Oregon in the amount of \$88,934.00, in a form approved by the City Attorney, as the lowest responsive bid received from a responsible bidder. In addition, City Council, acting as Contract Review Board, rejects the bid of TS-Gray as non-responsive for not including the required Bid Proposal Certificate Form.

HISTORICAL PERSPECTIVE:

The City of Beaverton purchased the South Office Building located at 12725 SW Millikan Way in April 2012. The second floor of the building is available for lease to longer-term tenants. On May 14, 2013, the Council approved Resolution No. 4175 authorizing a lease and approving transfer of appropriation of \$81,378.00 for tenant improvements for WCVA in approximately 3,771 square feet of Suite 210, located on the second floor of the building. The remaining balance of the bid will be paid by WCVA.

INFORMATION FOR CONSIDERATION:

The purpose of this project is to complete tenant improvements associated with the negotiated lease with WCVA. As described in the Lease Agreement, provided to Council on May 4, 2013, the lease provides that the City will perform certain tenant improvements in order to reconfigure the suite into usable office space. The City agreed to provide an \$81,378 tenant improvement allowance to defray the cost of designing, permitting and constructing the improvements. Under Section 7.1 of the lease

Agenda Bill No: 13124

agreement, any tenant improvement costs in excess of the \$81,378 allowance, will be reimbursed by WCVA to the City in a lump sum payment within 30 days following substantial completion of the improvements. Any tenant improvement costs in excess of \$120,000 will be shared equally by WCVA and the City.

The funding of \$81,378 in tenant improvements was appropriated from the General Fund's Contingency Account and was approved by Resolution No. 4175 on May 14, 2013.

The invitation for bid was advertised in the Daily Journal of Commerce on May 17, 2013. A non-mandatory pre-bid meeting was held on May 23, 2013. A second non-mandatory meeting was held on May 29, 2013, in which an addendum was circulated to all interested parties notifying of this opportunity. Four (4) bids were received and opened on June 4, 2013, at 2:00 p.m. in the Finance Department conference room (Exhibit 1). First Cascade Corporation submitted the lowest bid in the amount of \$88,934.

The invitation to bid asked bidders to submit a base bid with two design alternates. Alternate One was a different type of linoleum flooring and Alternate Two was an option to relocate existing terminal units that service the adjacent tenant space. After reviewing costs involved, staff has decided to award only the base bid and not either alternate.

Staff reviewed the qualifications of First Cascade and investigated references on its performance with previous customers from recent projects. They received positive marks from the customers contacted. Staff finds First Cascade has satisfied the bid requirements to complete the tenant improvements as designed by Hennebery Eddy Architects, Inc., and approved by WCVA.

With City Council approval of the bid award, a Notice to Proceed (NTP) will be issued to the contractor on or about June 24, 2013. The project contract requires substantial completion (all work other than punch-list corrections and final cleanup) by August 12, 2013.

CITY OF BEAVERTON
BID SUMMARY
 TENANT IMPROVEMENT @ BEAVERTON SOUTH OFFICE BLDG FOR
 WASHINGTON COUNTY VISITORS ASSOC., #2799-13

TO: Mayor & City Council
 FROM: Purchasing Division

SUBJECT: Bid Opening
 WITNESSED BY: Tyler Ryerson

Bids were opened on June 4, 2013 at 2:00PM in the Finance Conference Room

VENDOR NAME CITY, STATE	Bid Proposal- Cert Form	Bid Bond	Ack Addenda	Construct Schedule	Bidder Responsibility Form	GRAND TOTAL	Alternate #1	Alternate #2
First Cascade Corporation Lake Oswego, OR	✓	✓	✓	✓	✓	\$88,934.00	\$1,000	No Bid
J.J. Henri Company Lake Oswego, OR	✓	✓	✓	✓	✓	\$91,200.00	No Bid	No Bid
InLine Construction Aloha, OR	✓	✓	✓	✓	✓	\$97,048.00	\$648	\$14,628
TS-Gray Construction, Sherwood, OR	*Not Included	✓	✓	✓	✓	*\$124,488.00	\$766	\$7,072

*Bidder considered Non-Responsive

The Purchasing process has been confirmed.

The above amounts have been checked: YES NO

Signed: *Lyndal Marshall*
 Purchasing Division-Finance Dept.

Date: 6/4/13

EXHIBIT 1

