



Staff Report

File #: 23-0262

REQUEST FOR CITY COUNCIL ACTION

DATE: 04/05/2023

TO: Honorable Mayor and City Council Members

FROM: Fire Department

SUBJECT:

ADOPTION OF PLANS AND SPECIFICATIONS FOR CORONA FIRE HEADQUARTERS INFRASTRUCTURE UPGRADES CAPITAL IMPROVEMENT PROJECT 77270 AND APPROVAL OF A CONSTRUCTION CONTRACT WITH MLC CONSTRUCTORS, INC.

EXECUTIVE SUMMARY:

This staff report asks the City Council to award the Notice of Inviting Bids (NIB) #23-025YL to MLC Constructors, Inc. for \$109,344.00 for office improvements to Fire Headquarters. The renovation work will convert a training classroom into office space for staff in the Fire Prevention Division.

RECOMMENDED ACTION:

That the City Council:

- a. Adopt the Plans and Specifications for the Fire Headquarters Infrastructure Upgrades Capital Improvement Project 77270.
- b. Award the Notice of Inviting Bids 23-025YL, to MLC Constructors, Inc, the lowest responsive, responsible bidder, for the total bid amount of \$109,344.00, and waive any and all minor irregularities in the bidding document as submitted by said bidder.
- c. Authorize the City Manager, or his designee, to execute the Construction Contract with MLC Constructors, Inc. in the amount of \$109,344.00, including any non-substantive extensions, change orders, purchase orders, and amendments up to the amount authorized by Corona Municipal Code 3.08.050 (H), which is equivalent to 10% or \$10,934.
- d. Authorize the City Manager, or his designee, to issue a purchase order to MLC Constructors, Inc. in the amount of \$109,344.00.

BACKGROUND & HISTORY:

The staffing at Corona Fire Department Headquarters has increased in recent years. This growth in personnel includes the Fire Prevention Division, which has been tasked with additional State and County mandates resulting in the need for more fire inspectors. An existing 1,327 square foot classroom is being converted into offices and open space for cubicles to support the expanding needs of the Fire Prevention Division.

ANALYSIS:

The plans and specifications for the tenant improvements were prepared by Pettit Engineers and Architects, Inc. (Pettit) and approved by the City on October 17, 2022.

Notice Inviting Bids 23-025YL was advertised in the Sentinel Weekly pursuant to Public Contract Code and Corona Municipal Code 3.08.090 Public projects - formal bidding procedure requirements on December 30, 2022. The advertising process included publishing the bid on PlanetBids, a bidding platform, and e-mailing a bid notice to Plan Rooms on December 29, 2022. A total of 190 prospective contractors were notified of the bid opportunity by PlanetBids with 16 prime contractors downloading the bid and contract documents.

Ten contractors participated in a mandatory pre-bid conference on January 10, 2023. The bid close date was February 3, 2023, by which time five (5) bids were received.

Summary of Bids Received:

No.	Contractor Name	City	Base Bid Amount
1	MLC Contractors, Inc.	Corona	\$109,344.00
2	Oppenheimer National	San Juan Capistrano	\$116,931.63
3	Global Builders, Inc.	Santa Ana	\$119,888.00
4	South Pacific Construction, Inc.	Temecula	\$185,819.56
5	Quality Plus Group	Corona	Nonresponsive

The bid submitted by Quality Plus Group was reviewed by Purchasing staff and determined to be nonresponsive. The contractor failed to sign their bid form as required by the Instructions to Bidders section of the Bid and Contract Documents for NIB 23-225YL. The signature on the Bid Form binds the contractor to his bid and prohibits withdrawal of the bid after bid opening. Oppenheimer National filed a bid protest of the Quality Plus Group's bid citing the same nonresponsive basis.

The bid schedule included one alternate bid item to furnish and install restroom facilities per the Project Plans. The cost for the alternate bid item, the restroom facilities, exceeded the available budget. Accordingly, the lowest bid was determined by the base bid only, rather than the base bid plus the alternate bid item.

Staff recommends that City Council award a construction contract in a not to exceed the amount of **\$109,344.00** to MLC Contractors, Inc., as the lowest responsive, responsible bidder for the tenant improvements to Fire Station Headquarters. All licenses and references for MLC Contractors, Inc. have been reviewed and verified by City staff, and all other required documentation is in order.

FINANCIAL IMPACT:

Funding for the construction of the Project will be paid by funds from the Fire Headquarters Infrastructure Upgrades Capital Improvement Project 77270.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the common sense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action involves improvements to an existing structure to meet current standards of public health and safety and there is no possibility that approving this project will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: CINDI SCHMITZ, FIRE MARSHAL

REVIEWED BY: BRIAN YOUNG, FIRE CHIEF

Attachments:

1. Exhibit 1 - Prevention Tenant Improvement Project Plans and Specifications
2. Exhibit 2 - CONTRACT - MLC Constructors - FD Prevention TI - 2-23-2023 Partial PM Executed
3. Exhibit 3 - Bid Protest Response for NIB 23-025YL - Final (Oppenheimer)
4. Exhibit 4 - Fire Prevention - Written Statement of Protest Oppenheimer National