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City Council Agenda Report  
November 19, 2024

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**TO:** Honorable City Council

**FROM:** Jesus M. Gomez, City Manager

**BY:** James C. Parker, Executive Director of Regional Transportation  
Theresa Clark, Transit Administration Officer  
Janet Welde, Special Projects Coordinator

**SUBJECT: PROJECT NO. 7865 - CONSTRUCTION SERVICES FOR FACILITY TENANT IMPROVEMENT / RESOLUTION NO. 24-45 – BUDGET AMENDMENT AND AWARD OF CONTRACT**

**Background:**

Norwalk Transit System (NTS) issued an Invitation for Bid (IFB) No. 25-777 to provide Construction Services for the Transportation/Public Services Facility Phase III Improvement Project. The project will include the following interior and exterior modifications:

Transit Operations: (1) Relocation of Bus Operator Locker Room, (2) Remodel Dispatch office to accommodate Vestibule with Transaction Window/Counter, (3) Create three Additional Supervisor Workstations, (4) Creation of a Small Supervisor Conference Room, and (5) Restructure Operations Manager & Operations Administration Offices.

Equipment Maintenance: (1) Expand Mechanic's Locker Room, and (2) Create Storekeeper's Office.

Customer Service: Remodel Customer Service Lobby with new dedicated Heating, Ventilation, and Air Conditioning (HVAC) System.

Transit Administration: (1) Relocate Supply/Copier Room, (2) Expand, Restructure & relocate Transit Admin. Offices workstations.

Civic Center Gate: Install New Entry Security Gate and Fencing.

**City Council**  
**Project No. 7865 – Award of Contract / Resolution No. 24-45 –**  
**Budget Amendment**

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Six bids were received and reviewed by NTS staff to ensure all required documents and bid bonds were submitted in accordance with the IFB's requirements. Three bidders including the lowest bidder were considered nonresponsive due to not adhering to the IFB's requirements.

The following qualified bidders included:

| Qualified Bidders               | Bid Amount Submitted | Calculation Discrepancies | Final Revised Bid |
|---------------------------------|----------------------|---------------------------|-------------------|
| Tovey/Shultz Construction, Inc. | \$2,468,048          | +\$10,669                 | \$2,457,379       |
| MLC Constructors Inc            | \$2,640,683          | \$0                       | \$2,640,683       |
| Urban Professional Builders Inc | \$2,784,000          | \$0                       | \$2,784,000       |

Tovey/Shultz Construction, Inc. (Tovey), the second lowest bidder, met all the requirements of the IFB. However, a calculation error of + \$10,669.00 was discovered on the price sheet. Tovey agreed to accept the "Revised" bid amount. The discrepancy does not change the ranking of their bid submittal.

NTS conducted a reference check for Tovey's current and past work. Their client references were satisfied with the work that was performed. Tovey holds Class A&B General Contractor's licenses which is current and active. They are also registered with the Department of Industrial Relations.

Construction is tentatively scheduled to begin January 2025 and will take approximately nine months to complete. Construction Management and Inspection Services will be performed by PSOMAS.

The following is a breakdown of the estimated overall construction project costs:

|                                   |                      |
|-----------------------------------|----------------------|
| Construction Contract             | \$2,457,379.00       |
| Contingency (10%)                 | <u>\$ 245,737.90</u> |
| Estimated Total Construction Cost | \$2,703,116.90       |

**Fiscal Impact:**

The total estimated Construction cost of \$2,703,116.90 for this project is funded through the use of Federal Transit Administration (FTA) 5307 Formula Grant funds in the amount of \$930,223, Prop A Local Return funds in the amount of \$254,093, and Transit Reserve funds in the amount of \$1,437,796.90. Also, funding includes a request that City Council adopt Resolution No. 24-45, authorizing the use of Transit Reserves and a budget amendment to the Fiscal Year 2024/25 Department of Transportation Capital Budget in the amount of \$81,004. There is no impact to the General Fund.

**Citizens Advised:**

N/A

**Strategic Plan 2023 Implementation:**

N/A

**Recommended Action:**

Staff recommends City Council:

- a. adopt Resolution No. 24-45, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORWALK AUTHORIZING AN AMENDMENT TO THE FISCAL YEAR 2024/25 ADOPTED BUDGET BY APPROVING THE USE OF TRANSIT RESERVES TO APPROPRIATE ADDITIONAL FUNDS FOR PROJECT NO. 7865 FACILITY AND TENANT IMPROVEMENTS, in the amount of \$87,004; and
- b. authorize the City Manager to execute an agreement with Tovey/Shultz Construction, Inc. for Construction Services for NTS' Tenant Improvement Project No. 7865 in the amount of \$2,703,116.90 from December 1, 2024 through December 31, 2025, and any amendments provided there is funding in the budget, and it is within the City Manager's signing authority, on behalf of the City, in a form approved by the City Attorney.

**Attachments:**

1. Resolution No. 24-45
2. Campaign Contribution Form