



# Information Item

**Date: November 30, 2016**

To: Mayor and City Council  
From: Gigi Decavalles-Hughes, Director of Finance  
Subject: Introduction of an Annual Contract Closeout Report

## **Introduction**

The purpose of this item is to provide City Council with a contract closeout report for Fiscal Year 2015-16. The report includes a list of every contract over \$500,000 that was closed during the prior fiscal year.

## **Discussion**

The City of Santa Monica operates under a decentralized procurement process whereby each City department initiates and manages its own contracts. To ensure that strong controls are maintained over the contract process, Procurement staff sets standards, conducts citywide training, and provides standardized contract documents, routing and review. In addition, Procurement staff also provides frequent monitoring and compliance testing to all contracts, change orders and modifications before releasing funds for payment. Reflecting best practices in other cities, staff is introducing an additional management tool in the form of an annual contract closeout report. This report indicates every contract over \$500,000 that was closed during the prior fiscal year. The report contains the funding that was initially authorized, changes made to the initial contract and budget, the actual funds spent over the term of the contract, and the work completed. This is the final piece of the contract lifecycle and ensures that the contract was for its intended purpose, the contract file is closed out, and all remaining budget encumbrances are released.

As staff develops its capacity to use data to evaluate impact and improve outcomes, staff will include metrics for contracts, as appropriate. Such metrics will be included in future annual reports.

**Prepared By:** Araceli Esparza, Purchasing Services Manager

| Contract number | Contractor                        | Project Title/Project#/Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Department   | Award Date | Completion Date | Council Award Authority | Amount Spent | Modifications/Change orders                                                                                                                                                                                                                                                                    |
|-----------------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|-----------------|-------------------------|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9050            | Central Parking<br>(Now SP+ Corp) | <b>Operation of City's Off-Street Parking Locations</b><br><br>Parking operations services for nine downtown structures, the Civic Center and Main Library parking structures, and the beach, Annenberg Community Beach House and Pier parking lots. Modifications during the term exercised contract extensions and incorporated additional City-owned parking locations into the contract. Central Parking completed the work outlined in the contract. The original operation included approximately 10,000 parking spaces that generated more than \$16 million in annual revenue and served over 10 million parkers each year. The operations service now includes 14,250 parking spots and generates more than \$32 million in annual revenue. In 2015, staff issued an RFP for parking management services and selected SP+ Corporation. | PCD          | 4/7/2009   | 12/30/2015      | \$36,722,296            | \$33,291,828 | Original amount \$11,656,854<br>1st mod - Added scope & budget<br>2nd mod - Added scope & budget<br>3rd mod - Option to extend & budget<br>4th mod - Option to extend & budget<br>5th mod - Term extension & budget<br>6th mod - Term extension & budget<br>7th mod - Month to month extension |
| 9082            | TransFirst                        | <b>Credit Card Processing</b><br><br>The City requires the services of a merchant account processor to accept credit card payments from the public for nearly all fees and services. After a new RFP process, TransFirst was awarded a new contract for the same service in August 2016.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Finance      | 1/19/2010  | 7/23/2015       | \$8,803,296             | \$8,803,296  | Original amount \$3,350,000<br>1st mod - Added scope & budget<br>2nd mod - Added scope & budget<br>3rd mod - Term extension & budget                                                                                                                                                           |
| 9758            | West Valley Investments           | <b>Bus Shelter Redevelopment Program-Construction and Demolition</b><br><br>Construction and installation of 210 new bus shelters throughout Santa Monica and over 700 extended network signage units along routes outside the City. Installation of shelters included signage units, shade units, photovoltaic cells and LED light fixtures, seating and real time signage at 35 locations. The term was longer than anticipated due to additional design scope for new stop locations related to revised bus routes in response to the new Expo line; changes in the seat design in response to community comments; and unforeseen conditions such as buried infrastructure, tree roots and coordination with private development plans.                                                                                                      | Public Works | 8/21/2013  | 8/4/2016        | \$7,055,825             | \$6,748,648  | Original amount \$6,068,020<br>Contingency \$612,899<br>Change Order 1 - Added scope<br>Change Order 2 -Added scope<br>Change Order 3 - Added scope & budget<br>Change Order 4 -Added scope<br>Change Order 5 - Added scope<br>Change Order 6 - Term extension                                 |
| 9938            | Sully-Miller                      | <b>Annual Paving and Sidewalk Repair</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Public Works | 7/22/2014  | 10/1/2015       | \$4,006,588             | \$3,086,790  |                                                                                                                                                                                                                                                                                                |

Work included replacing concrete pavement, asphalt paving and slurry sealing; installing green bike lanes and striping modifications identified in the City's Bicycle Action Plan; and repairing sidewalk locations damaged or uplifted by tree roots. This project also replaced the damaged concrete roadway on Moomat Ahiko Way prior to the start of the California Incline reconstruction.

Original amount \$3,642,353  
+ 10% Contingency \$364,235  
Change Order 1 - Added scope  
Change Order 2 - Added scope  
Change Order 3 - Added scope

| Contract number | Contractor                    | Project Title/Project#/Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Department   | Award Date | Completion Date | Council Award Authority | Amount Spent | Modifications/Change orders                                                                                                                                                                                                                                                                           |
|-----------------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|-----------------|-------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9043            | Lorcan O'Herlihy Architects   | <b>Architectural &amp; Design Services for Bus Stop Redevelopment</b><br><br>Design of the new BBB bus shelters and BBB brand refreshing. Conducted site investigations of bus stops with high and medium volume usage; developed three unique complete designs for bus shelters and associated amenities; assisted with public outreach, and ultimately prepared 100% construction documents. The contractor also provided permit coordination and construction inspection services during the installation of the new shelters, signs, pole systems, and amenities. The term was longer than anticipated due to additional design scope (design of new stop locations) related to revised bus routes in response to the new Expo line; changes in the seat design in response to community comments; and unforeseen conditions such as buried infrastructure (old pipes), tree roots and coordination with private development plans. | Public Works | 3/3/2009   | 3/31/2016       | \$1,009,992             | \$1,009,092  | Original amount \$599,900<br>+ 10% Contingency \$59,990<br>1st mod - Added scope & budget<br>2nd mod - Added scope & budget<br>3rd mod - Added scope & budget<br>4th mod - Added scope & budget<br>5th mod - Added scope & budget<br>6th mod - Added scope & budget<br>7th mod - Added scope & budget |
| 9381            | City of Culver City           | <b>MOU Culver City Advertising Sales for Bus Program</b><br><br>MOU between the City and the City of Culver City to manage Culver City's Bus Advertising Sales program. The City of Santa Monica receives 30% of all Culver City advertising sales. Culver City Bus benefited from a new revenue stream and the creation of an ad sales program with minimal start-up costs. This program continues under a new contact.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | BBB          | 6/14/2011  | 7/29/2016       | Advertising revenue     | \$1,001,578  |                                                                                                                                                                                                                                                                                                       |
| 10057           | All American Asphalt          | <b>Safe Routes to Santa Monica High School Project</b><br><br>The City was awarded a State of California Safe Routes to School Program grant in the amount of \$880,000 with a local match of \$100,000 to complete design and construction of intersection, crosswalk, street signage, and bike improvements adjacent to Santa Monica High School (Samohi). The project improved access for students to utilize alternative modes of transportation to and from the school.                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Public Works | 5/12/2015  | 5/20/2016       | \$1,002,160             | \$929,323    | Original amount \$911,052<br>+ 10% Contingency \$91,108<br>Change Order 1 - Added scope<br>Change Order 2 - Added scope<br>Change Order 3 - Added scope                                                                                                                                               |
| 9566            | Santa Monica Pier Corporation | <b>Service Agreement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | HED          | 2/28/2012  | 10/15/2015      | \$945,756               | \$945,756    |                                                                                                                                                                                                                                                                                                       |

Agreement between the City and the Santa Monica Pier Corporation (SMPC) to provide services to develop, implement, and maintain certain programs and functions in connection with the Santa Monica Pier, including marketing and promoting the Pier as a destination and producing community events. The program continues under a new agreement with the SMPC.

| Contract number | Contractor                | Project Title/Project#/Description                                                                                                                                                                                                                                                                                                                                                               | Department   | Award Date | Completion Date | Council Award Authority | Final Contract Amount | Modifications/Change orders                                                                                           |
|-----------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|-----------------|-------------------------|-----------------------|-----------------------------------------------------------------------------------------------------------------------|
| 10100           | JR Universal Construction | <b>Fairview Branch Library Renovation</b><br><br>This project reconfigured the Fairview Branch Library's office and areas shared with the community to create more efficient spaces, and also replaced windows and upgraded plumbing and light fixtures, electrical panels and the HVAC system, to increase energy and operational efficiency and improve comfort for library patrons and staff. | Public Works | 7/14/2015  | 9/15/2016       | \$907,975               | \$900,361             | Original amount \$825,432<br>10% Contingency \$82,543<br>Change Order 1 - Added scope<br>Change Order 2 - Added scope |
| 9359            | ICF International         | <b>Operate and Maintain Landfill Gas Extraction System at City Yard</b><br>The contractor provided continued operation, maintenance, monitoring and expansion of the existing landfill gas control system at the City Yards. An RFP was completed and services continue under a new contract with ES Engineering Services.                                                                       | Public Works | 4/26/2011  | 9/3/2015        | \$871,776               | \$842,002             |                                                                                                                       |
| 10231           | Hellas Construction       | <b>Removal/Replacement of Airport Park Artificial Turf Sports Field</b><br><br>Project involved the removal of nine-year-old artificial turf and installation of new artificial turf at the Airport Park sports field. The new turf used an organic fill composed of zeolites, which are naturally occurring minerals found in specific types of sedimentary rocks.                              | Public Works | 12/8/2015  | 5/26/2016       | \$816,000               | \$741,355             |                                                                                                                       |
| 9595            | J. Perez Associates       | <b>Advertisement Posting for BBB and Culver City Bus</b><br>Posting of exterior and interior advertisements for the Big Blue Bus and the Culver City Bus. Services continue under a new contract with Outside Service Providers.                                                                                                                                                                 | BBB          | 6/12/2012  | 7/17/2015       | \$786,468               | \$535,774             |                                                                                                                       |
| 9976            | LDV Inc.                  | <b>Purchase of Mobile Command Center</b>                                                                                                                                                                                                                                                                                                                                                         | Police       | 10/14/2014 | 10/23/2015      | \$657,509               | \$657,509             |                                                                                                                       |

The Mobile Command Center enables the Police Department to provide continuity of service in the event the Public Safety Facility is incapacitated or during incident and event management. The Mobile Command Center was placed in service in October 2015 and has already been used for event management during the opening of the Expo Line, during the Twilight Concert Series and for several high-profile dignitary visits.

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|-----------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|-----------------|-------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9759            | Arcadis US               | <b>Construction Management Services-Bus Shelter Redevelopment Program</b><br><br>Services included inspection of the construction contractor's work for the new bus shelters, verification and control of field changes and unforeseen conditions, monitoring and mitigating impacts as a result of construction activities, and maintaining all necessary inspection documentation relevant to the work conducted.                                                                                                                                                                                                                                                                                                                       | Public Works | 6/25/2013  | 4/14/2016       | \$621,500               | \$618,218    | Original amount \$565,000<br>10% Contingency \$56,500<br>1st mod - Administrative to account for personnel changes.<br>2nd mod - Added scope & term                                                                                                    |
| 9783            | Western Office Interiors | <b>Provide Knoll Furniture and procurement consulting services</b><br><br>Office modernizations, moves, staffing changes and normal wear and tear drive the need for furniture procurement and consulting services. This project provided standardized furniture and procurement consulting services for City office furniture needs. The three-year contract executed by staff in 2014 was cancelled because the vendor could not provide cost estimates, conduct tenant improvement reconfigurations or purchase new Knoll furniture in a timely manner as stated within the contract. Staff posted an RFP and advertised in June 2016. Council approved the award of a contract for these same services to Systems Source on 11/22/16. | Public Works | 2/11/2014  | 1/15/2016       | \$620,000               | \$354,124    | Contract cancelled. Company could not fulfill the requirements of the contract.                                                                                                                                                                        |
| 9052            | Comprehensive Housing    | <b>Federal/State Prevailing Wage Monitoring</b><br><br>Prevailing wage monitoring services for City-funded affordable housing developments. Contract ensured all State and Federal labor compliance requirements were met. The contract was set up for three projects and over the course of the term four additional projects were added. Near the end of the contract, the term was extended to allow for the consultant to complete wage monitoring for projects that had had construction delays.                                                                                                                                                                                                                                     | HED          | 4/14/2009  | 12/18/2015      | \$567,000               | \$566,985    | Original amount \$250,000<br>+ 10% Contingency \$25,000<br>1st mod - Added term & budget<br>2nd mod - Added term & budget<br>3rd mod - Added budget<br>4th mod - Added term & budget<br>5th mod - Added term & budget<br>6th mod - Added term & budget |
| 9797            | G2K Construction         | <b>Hotchkiss and Marine Park Restroom Renovation Project</b><br><br>Project upgraded and brought park restroom facilities into compliance with the Americans with Disabilities Act (ADA). Existing non-compliant facilities, associated amenities and the Hotchkiss entry plaza were renovated and improved.                                                                                                                                                                                                                                                                                                                                                                                                                              | Public Works | 9/10/2013  | 3/3/2016        | \$562,400               | \$562,400    | Original amount \$484,600<br>+ Contingency \$47,800<br>Change Order 1 - Added scope<br>Change Order 2 - Added scope<br>1st mod - Added scope & budget                                                                                                  |

| Contract number | Contractor                 | Project Title/Project#/Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Department   | Award Date | Completion Date | Council Award Authority | Final Contract Amount | Modifications/Change orders                                                                                                                                                                 |
|-----------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------|-----------------|-------------------------|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9885            | General Pump Co.           | <b>Emergency Well Re-lining</b><br>Services to repair a ruptured casing at Well SM-3, located at Olympic and Centinela, that caused a production stoppage in May 2013. Council authorized a \$260K contingency for well waste flow treatment, the well was re-lined with a new casing, restoring potable water production. A temporary pump was replaced with a permanent pump, successfully completing the contract. The repair came in slightly under budget and the contingency was not needed.                                                   | Public Works | 3/25/2014  | 10/23/2015      | \$520,000               | \$238,666             |                                                                                                                                                                                             |
| 8903            | Bowman Systems             | <b>Homeless Management Information System Software License and Data Hosting</b><br>Agreement covered the implementation set-up, data migration and on-going software licensing and site maintenance for the City's Homeless Management Information System, a centralized database used by over 250 individuals serving homeless persons. The software will assist with a system-wide unduplicated count of persons accessing services; system-wide tracking of all services and client outcomes; and collection and querying capabilities for client | CCS          | 3/25/2008  | 2/18/2016       | \$508,040               | \$471,594             | Original amount \$120,770 w/contingency<br>1st mod - Added scope, term & budget<br>2nd mod - Added term extension<br>3rd mod - Added term extension<br>4th mod - Added scope, term & budget |
| 9627            | Synder's Embalming Service | <b>Embalming, Decedent Care and Transportation and Cremation for Woodlawn Cemetery Mausoleum</b><br>Agreement provided for the addition of mortuary services at Woodlawn Cemetery, Mausoleum and Mortuary to provide the community with the convenience of arranging for end of life services, including embalming and cremation and transportation of decedents. In 2015, an RFP was done and the contract was awarded to Beacon Mortuary, whose close proximity to Woodlawn enables them to respond to calls in a timely manner.                   | Public Works | 8/14/2012  | 7/15/2016       | \$500,000               | \$212,245             |                                                                                                                                                                                             |
| 10023           | MNS Engineers              | <b>Construction Management Services - Colorado Esplanade Streetscape Project</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Public Works | 1/27/2015  | 7/29/2016       | \$500,000               | \$499,507             |                                                                                                                                                                                             |

Construction management services included inspection of the contractor's work during construction, verification and control of field changes and unforeseen conditions, monitoring and mitigating impacts as a result of the construction activities, and maintaining all necessary inspection documentation relevant to the work conducted during construction. Additionally, the construction management services included providing materials and geotechnical testing, maintaining proper records for federally-funded projects, and wage compliance monitoring of the contractor to ensure compliance with the Davis-Bacon Act and the State's prevailing wage laws. These services assisted in completing the project on time and within budget.

Original amount \$454,546  
+ 10% Contingency \$45,454  
Change Order 1 - Added scope

**\$67,484,581    \$62,517,544**