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**City of South Gate**  
CITY COUNCIL

**Item No. 10**

CITY OF SOUTH GATE  
OFFICE OF THE CITY MANAGER

1:20pm

**AGENDA BILL**

For the Regular Meeting of: **March 12, 2019**

Originating Department: **Public Works**

Department Director:

*[Signature]*  
Arturo Cervantes

City Manager:

*[Signature]*  
Michael Flad

**SUBJECT: NOTICE OF COMPLETION FOR THE HOLLYDALE RESOURCE CENTER ELECTRICAL UPGRADES, CITY PROJECT NO. 516-ARC**

**PURPOSE:** Construction on the Hollydale Resource Center Electrical Upgrades (Project) is complete and the retention payment to the contractor is due. Section 7107 of the Public Contract Code requires the City to accept completion of the construction of the project and issue public notice of such, prior to releasing the retention payment.

**RECOMMENDED ACTIONS:**

- a. Accept completion of construction of the Hollydale Resource Center Electrical Upgrades, City Project No. 516-ARC, effective February 20, 2019; and
- b. Direct the City Clerk to file a Notice of Completion with Los Angeles County Recorder's Office.

**FISCAL IMPACT:** The Project budget was \$57,083 as summarized in the table below:

Project Component	Facilities & Maintenance 100-471-61-6702	Prop A Maintenance & Servicing 100-471-61-9100	Building & Infrastructure Maintenance 524-710-12-7999	Total
Final Design Cost	\$12,083	\$0	\$0	\$12,083
Final Contract Total	\$0	\$39,490	\$0	\$39,490
* Project Management & Inspection	\$0	\$0	\$3,000	\$3,000
<b>Project Total</b>	\$12,083	\$39,490	\$3,000	<b>\$54,573</b>

\*Staffing costs will continue to incur to process final payments and paperwork.

**ALIGNMENT WITH COUNCIL GOALS:** This Project meets the City Council's goal for "Continuing Infrastructure Improvements." The goal identified in the 2018/19 Work Program is to complete construction of the project.

**ANALYSIS:** The Public Contract Code establishes requirements that the City must abide to prior to releasing the final payment on construction projects. The Notice of Completion provides written notice to concerned parties that all work on the project has been completed. The Notice of Completion initiates the period within which concerned parties may exercise their lien rights for the work they performed on the project. The City may use a part or all of the retention payment to settle any liens

exercised against the City. If no liens or claims have been filed within 35 days of the filing of the Notice of Completion, the City will release retention and any remaining amount due to Contractor.

**BACKGROUND:** The Hollydale Resource Center Electrical Upgrades Improvement Project is a part of the Capital Improvement Program (CIP). The Project entailed upgrading the existing electrical panel and service line. The improvements were needed to address an electrical issue that was causing the HVAC system to malfunction.

On July 20, 2018, a contract (Contract No. 3462) was executed by the City and the Contractor; Eric Bridge, DBA Huntington Beach Electric in the amount of \$39,490. Construction began on July 30, 2018, and was accepted as complete by City staff on January 3, 2019.

The contractor has met all of the contract obligations, and the City Council may now accept the construction of the project as complete.

Eric Bridge, DBA Huntington Beach Electric was selected through the informal bidding procedure outlined in Section 1.54.450 (Informal bidding procedures for contracts between forty-five thousand dollars and one hundred seventy-five thousand dollars (or such other amounts as may hereafter be established by state law) pertaining to public projects and certain other construction-related activities), of the South Gate Municipal Code. One (1) bid was received in the City Clerk's Office and the project was awarded to the lowest responsive and responsible bidder. The contract was awarded administratively in accordance with Subsection C. of Section 1.54.420 (Duties and responsibilities of Public Works Director), of the South Gate Municipal Code. This Section provides that the City Manager or designee, has the authority to award contracts let through the informal bidding procedure, to the lowest responsive and responsible bidder.

**ATTACHMENT:** Notice of Completion

ES:lc

**RECORDING REQUESTED BY**

**AFTER RECORDING MAIL TO**

CITY CLERK OFFICE  
CITY OF SOUTH GATE  
8650 CALIFORNIA AVENUE  
SOUTH GATE, CA 90280

**SPACE ABOVE THIS LINE FOR RECORDER'S USE**

**NOTICE OF COMPLETION**

NOTICE is hereby given that:

- 1 The undersigned is owner of the interest stated below in the property hereinafter described;
- 2 The NAME (including that of the undersigned), ADDRESS and NATURE OF TITLE of every person owning any interest in such property is as follows:

FULL NAME	FULL ADDRESS	NATURE OF TITLE
City of South Gate	8650 California Avenue South Gate, CA 90280	In Fee

- 3 The names and addresses of the transferors of the undersigned owner: (to be shown if the undersigned is a successor in interest of the owner who caused the improvement to be constructed, etc.)
- 4 A work of improvement on the property hereinafter described was COMPLETED ON February 20, 2019
- 5 The name of the CONTRACTOR, if any, for such work of improvement; **Huntington Beach Electric  
17632 Metzler Ln. Suite 213, Huntington Beach, CA 92647**

- 6 The property on which said work of improvement was completed is in the City of South Gate, County of Los Angeles, State of California, and is described as follows:

**HOLLYDALE RESOURCE CENTER ELECTRICAL UPGRADES, CITY PROJECT NO. 516-ARC**

- 7 The street and address of said property is: 12221 Industrial Avenue Dated: March 12, 2019  
South Gate, CA 90280

8 Signature of }

**Owner or Owners**

María Belén Bernal, Mayor, City of South Gate

***A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.***

STATE OF CALIFORNIA        }  
  }  
  }        SS  
COUNTY OF LOS ANGELES    }

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory  
evidence to be the person(s) who appeared before me.

Signature: \_\_\_\_\_

Place Notary Seal Above