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# City of South Gate

# Item No. 10

CITY COUNCIL

JUN 2 2021

## AGENDA BILL

CITY OF SOUTH GATE  
OFFICE OF THE CITY MANAGER

3:50pm

For the Regular Meeting of: June 8, 2021

Originating Department: Public Works

Department Director:

  
Arturo Cervantes

Interim City Manager:

  
Chris Jeffers

**SUBJECT: NOTICE OF COMPLETION FOR THE CITY HALL COMPLEX EXTERIOR AND INTERIOR WAYFINDING SIGNAGE IMPROVEMENTS PROJECT, CITY PROJECT NO. 502-ARC**

**PURPOSE:** Construction of the City Hall Complex Exterior and Interior Wayfinding Signage Improvements Project (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 project and issue public notice of such, prior to releasing the retention payment.

**RECOMMENDED ACTIONS:** The City Council will consider:

- a. Accepting completion of construction, effective April 23, 2021, of the City Hall Complex Exterior and Interior Wayfinding Signage Improvements Project, City Project No. 502-ARC, constructed by Tim Turner dba Turner Signs & Graphics; and
- b. Directing the City Clerk to file a Notice of Completion with the Los Angeles County Registrar Recorder's Office.

**FISCAL IMPACT:** The Project is part of the larger City Hall Complex and Facilities Improvements Project. The Project budget is \$111,664 and it is funded with General Funds, in Account No. 311-790-49-9904 (Capital Improvements – City Hall Complex Exterior and Interior Wayfinding Signage Improvements Project). The final expenditures are summarized below:

Project Components	Account No. 311-790-49-9904
Design	\$9,000
Construction Contract Cost	\$87,262
Const. Contract Change Order No. 1	\$4,113
Project Management (Staff Augmentation Services)	\$9,750
Project Management (City Staff)	\$510
Project Bid Advertisement and Elect. Supplies	\$1,029
<b>Total Project Cost</b>	<b>\$111,664</b>

**ALIGNMENT WITH COUNCIL GOALS:** This Project meets the City Council's goal for "Continuing Infrastructure Improvements."

**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 35 day 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 5% 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 the retention and any remaining amount due to Contractor.

**BACKGROUND:** The Project was implemented to improve the public's ability to navigate the buildings of the City Hall Complex and to make it easy to locate City Departments. The work included fabricating and installing, (a) three monument signs in front of City Hall, the South Gate Police Department and the Civic Center Building, (b) seven wall mounted directional signs and Department signs, in the hallways of the City Hall, and (c) public counter signs for the Community Development Department, Building & Safety Division, Housing Division and the Public Works, Engineering Division.

On February 26, 2019, the City Council awarded Contract No. 3509 to Tim Turner dba Turner Signs & Graphics for the construction of the Project. Construction began on June 24, 2019 and was completed on April 23, 2021. The Contractor has met all of the contract obligations. Work was performed in accordance with the approved specifications with acceptable quality and workmanship within budget and time. The City Council may now accept the Project as complete.

The original contract amount was \$88,163. One City-initiated change order was necessary to complete construction. Change Order No. 1 was in the amount of \$3,213. It provided for additional signs, sign modifications and reduction of two hallway signs. The final contract amount inclusive of Contract No. 3509 and Change Order No. 1 was \$91,375.

Change Order No. 1 was approved administratively in accordance with South Gate Municipal Code Section 1.54.610 (Approval of Modifications and Change Orders), Chapter 1.54 (Purchasing System and Bidding Rules, Title 1 (Administration and Personnel)). This provision authorizes staff to approve change orders administratively that are equal to or less than \$50,000 or twenty percent of the original contract price, whichever is less.

The City Council may now accept the Project as complete. The Notice of Completion can now be filed with the Los Angeles County Registrar Recorder's Office.

**ATTACHMENTS:** A. Notice of Completion  
B. Change Order No. 1

EM: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 4/23/21
- 5 The name of the CONTRACTOR, if any, for such work of improvement was Ted Turner dba Turner Signs & Graphics, 4518 Snake River Road, Riverside, CA 92501.
- 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:

**CITY HALL COMPLEX EXTERIOR AND INTERIOR WAYFINDING SIGNAGE IMPROVEMENTS PROJECT, CITY PROJECT NO. 502-ARC,**

- 7 The street and address of said property is: 8620 California Ave, South Gate, CA 90280 Dated: June 8, 2021

8 Signature of \_\_\_\_\_

**Owner or Owners** Al Rios, 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            }  
  }  
COUNTY OF LOS ANGELES        }       SS

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



CITY OF SOUTH GATE  
PUBLIC WORKS DEPARTMENT  
**CONTRACT CHANGE ORDER**

CHANGE ORDER	1	CITY PROJECT #:	502-ARC
PROJECT TITLE:	City Hall Complex Exterior and Interior Wayfinding Signage Improvements.	PURCHASE ORDER #:	5186
CONTRACT #:	3509	CHANGE REQUESTED BY:	City of South Gate
CONTRACTOR:	Turner Signs & Graphics	DATE:	2/23/2021
ADDRESS:	4518 Snake River Road Riverside, CA 92501	ACCOUNT NO.:	311-790-39-9470

You are directed to make the following changes from the plans and specifications or do the following described work not included in the plans and specifications for this contract.

CHANGE ORDER SUMMARY	Cost	Working Days
Original Contract Amount:	\$ 88,162.50	0
Previous Change Order No. 0 amounts to date:	\$ -	0
Current Change Order No. 1 amounts to date:	\$ 3,212.51	0
<b>Total increase (or decrease) to contract (all change orders) to date:</b>	<b>\$ 3,212.51</b>	<b>0</b>
Revised Total Contract Amount:	\$ 91,375.01	0
Percentage of Total Increase (or Decrease) to Contract Amount to Date:	3.64%	

**DESCRIPTION OF CHANGE ORDER WORK TO BE PERFORMED, ESTIMATE OF QUANTITIES, AND PRICES TO BE PAID:**

Change in Bid Item Quantities										
BID ITEMS	DETAILED DESCRIPTION	UNIT	CONTRACT QUANTITY	CHANGE ORDER QUANTITY	PREVIOUS ESTIMATE	ADJUSTED CONTRACT QUANTITY TO DATE	CONTRACT UNIT PRICE	ADJUSTED UNIT PRICE	CONTRACT CHANGE ORDER AMOUNT	Time Extension Working Days
	Move City Hall hallway wall mounted sign to new location.	Ea.	0	1	0	1	\$0	\$375.00	\$ 375.00	0
	Provide/install new over the door sign (Planning, Zoning, etc.).	Ea.	0	1	0	1	\$0	\$800.00	\$ 800.00	0
	Provide free standing pedestal signs - Finance Dept.	Ea.	0	3	0	3	\$0	\$487.50	\$ 1,482.50	0
	Move SGPD outside wall mounted directory sign to new location.	Ea.	0	1	0	1	\$0	\$375.00	\$ 375.00	0
	Remove North, South and West board signs and reinstall over entry doors, install new boards to read City Clerk with arrows per artwork.	Ea.	0	3	0	3	\$0	\$368.67	\$ 1,100.01	
8	Credit for 2 signs dropped from project (signs not necessary).	Ea.	25	23	0	2	\$450.00	\$450.00	\$ (900.00)	0
<b>Total Cost:</b>									<b>\$ 3,212.51</b>	<b>0</b>

**THE TOTAL AMOUNT OF THIS CONTRACT CHANGE ORDER IS: \$ -**

Approval Recommended by: <u><i>Emilio Murga</i></u> Emilio M. Murga, P.E, Project Manager	Date: <u>3-12-21</u>
Approval Recommended by: <u><i>Gladis Deras</i></u> Gladis Deras, Senior Engineer	Date: <u>3/16/21</u>
Approval Recommended by: <u><i>Jose Loera</i></u> Jose Loera, Interim Assistant City Engineer	Date: <u>3-15-2021</u>
Accepted by: <u><i>Arturo Cervantes</i></u> Arturo Cervantes, P.E., Assistant City Manager/Director of Public Works	Date: <u>3/17/21</u>

We, the undersigned Contractor, have given careful consideration to the change proposed and hereby agree, if this proposal is approved, that we will provide all equipment, furnish all materials, except as may be otherwise noted above, and perform all services necessary for the work above specified, and will accept as full payment therefore the prices shown above. NOTE: If you, the Contractor, do not sign acceptance of this Order, your attention is directed to the requirements of the Specifications as to proceeding with the ordered work and filing a written protest within the time therein specified.

Accepted by: *Tim Turner* Date: 3/18/21  
 Title: Sole Proprietor