

**MINUTES
SPECIAL MEETING OF THE
LA PUENTE CITY COUNCIL
NOVEMBER 20, 2006**

A City Council Meeting of the City of La Puente was held in the Council Chambers of City Hall, 15900 East Main Street, La Puente, California, on November 20, 2006, at 6:30 p.m.

CALL TO ORDER

Mayor Chavez called the meeting to order at 6:35 p.m.

ROLL CALL

Council Members present: Solis, Storing, Lujan, Perez, Chavez

Staff Members present: City Manager Ledford, City Attorney Casso, City Clerk Cowley, Community Development Director Yamachika, Community Services Director Adanto, Assistant to the Manager Lasher, Deputy City Clerk Giron

PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Council Member Solis

ORAL COMMUNICATIONS

None.

NEW BUSINESS

A-1 CONSIDERATION OF CONSTRUCTION MANAGEMENT FIRM INTERVIEWS

City Manager Ledford provided Council with a brief presentation of the construction management firms that are being considered for the repairs and renovations of the La Puente Community Center. On November 2, 2006, an Engineer from the County of Los Angeles Department of Public Works, and the City's Community Services Director and Community Development Director interviewed five (5) firms that submitted proposals for the services requested by the City. The top three (3) firms, Del Terra, Harris & Associates, and Totum were chosen based on their qualifications, experience, and preparedness and were invited back tonight for interviews. Council was provided with ten (10) sample interview questions. He requested Council to ask any additional questions at the end if time permits and suggested that Council Members ask the same questions to all three (3) firms being interviewed. The firms were advised that they would

be given five (5) minutes to set-up for a presentation, seven (7) to ten (10) minutes to provide a presentation, and twenty-five (25) minutes for Council to ask questions.

In response to a question City Attorney Casso stated that the Council should determine and select the firm most qualified for professional services rather than the lowest cost service. He suggested Council direct Staff to negotiate the proposed fees and a proposed contract and come back for approval.

In response to a question City Manager Ledford explained that the plans for the community center are in the final stages of plan checking.

In response to a question Community Services Director Adanto noted that the firms were all provided with a scope of work that entailed the entire construction of the Community Center Project.

The first firm to be interviewed was Totum:

Danny Totum provided the firm's history and a description of the services they offer, which include project and program management and business management services. Totum also designs and oversees projects and have strong qualifications in renovations and construction. They have worked with cities such as Long Beach, Palm Springs, and Los Angeles. Mr. Totum also spoke about their current library project in for the City of Long Beach and projects in the cities of Rowland Hills and Los Angeles. He introduced the team that would be assigned to this project and provided brief resumes.

Mr. Totum indicated that they have seen the inside of the community center building and are aware of the building's condition and the timeframe to finish the project is 6 to 9 months. He noted that to stay within the project's budget they will have to minimize as many errors and omissions and have a good set of contract documents that makes the contractor take certain risk factors. Mr. Totum responded to Council Member Storing that the firm would place a trailer office at the location of the project so that they will have first knowledge of any concern or issues that may arise.

City Attorney Casso responded to Mr. Totum that the option of pre-qualifying contractor for this project could be explored.

The interview of Totum concluded, at which time the Council recessed.

Council reconvened to interview Harris & Associates:

Jim Guerrero with Harris & Associates introduced himself and gave a brief background for Ramiro Herrera construction manager, Tony Perez inspector and Nancy Arroyo. He also provided the firm's history indicating that it is a 450 member firm, the 27th largest construction management firm in the nation. Harris & Associates is the only firm that works on public works projects (99% with public agency and 1% with private agencies

that are in partnerships with public agencies). He explained the team assigned to the City's project has a combined time of 20 years of experience with complex community centers.

Their past projects similar to the City's project were for the Cities of Laguna Hills, Rancho Mirage, and Commerce. He emphasized the importance of reviewing the constructability and bidability of project plans to minimize change orders to stay within the project's budget and timeframe of six (6) months.

In response to Council questions Mr. Guerrero indicated that the firm would contact contractors they are familiar with and trade agencies to solicit bids for the project. They have looked at the project location and have a comprehensive review of the project. He stated that Ramiro Herrera would perform 100% of the construction management, Tony Perez would do 100% of the inspection of the job and Mr. Guerrero would step in to resolve any issues and substitute in the absence of Mr. Perez or Mr. Herrera. To avoid any failure, the project needs to be logically planned out and a realistic timeframe and budget needs to be set. He indicated that the project would also need a full-time inspector and a construction manager three (3) times a week.

Mr. Guerrero explained that Harris & Associates' approach to difficult situations is by attaining a comprehensive assessment and contract document of the project. The timeframe of the project is assessed by talking to the architect and performing an assessment of the value and production necessary to meet a deadline. In response to Council Member Solis the project will probably take eight (8) to nine (9) months to complete. To stay on schedule with a project they will keep a weekly look ahead schedule.

The interview of Harris & Associates concluded, at which time the Council recessed.

Council reconvened to interview Del Terra.

Mr. Luis Rojas, President of Del Terra, introduced Virginia Campos, Partner; Del Benson, Director of Construction Services; and Jack Quemada, Field Representative. Mr. Rojas gave a brief history of the firm, project experience, and client referrals.

Del Benson advised Council that he had twenty-four (24) years of experience working in the public facility arena. He retired from the Hacienda-La Puente Unified School District as Director of Facilities Maintenance and Operations. Mr. Benson reviewed their program management process consisting of the following: construction management, cost control, schedule management, document management and project management. The City would have immediate access to project data through their online system.

Virginia Campos described additional community relations and outreach services that they could provide for this project. They can also develop and implement marketing material in English and Spanish and coordinate community or town hall meetings.

Mr. Rojas responded to Council Member Lujan in order to have a low ratio of change orders they need to understand the program from the beginning including the architects and engineers.

In response to Mayor Pro Tem Perez, Mr. Benson indicated that he did not see many problems other than running into bad weather conditions that will delay the project. Their most similar rehabilitation project to this project was for the Rowland Unified School District in which they rehabilitated three (3) buildings. The buildings were rehabilitated due to damage caused by rain. He informed Council that Del Terra has not performed an official job walk through of the building, but they have been around the building and have picked up as much project information by reviewing and looking. There is always the possibility that they may find things that were unaccounted for, however they would like to see more of the building.

In response to Council Member Lujan, Mr. Rojas indicated that he has not had an opportunity to review the plans, but given the weather, the project could take six (6) to nine (9) months to complete. With regards to their fees, Del Terra likes to work with its clients to find what makes fair and equitable pricing for both clients and themselves. Once they establish the service that the client wants, they will show a menu of services. Mr. Rojas explained how their fees are structured. He also addressed the various type of community outreach they did for the City of Whittier and explained that every client had different community outreach needs. He noted it is also important to reach out to local businesses to empower them to participate in local projects. Their firm is distinguished in this project because many of their employees are locally based and live in this community. Ms. Rojas and Ms. Campos are the owners of the firm and they take pride in their company. Their uniqueness is commitment for the ownership that this project is successful.

In response to a question, Mr. Benson stated that to avoid any mistakes with the project is to plan the project effectively, deliver a set of plans to the contractor that can be effectively managed and constructed and have a strong contract outlining the project.

Thereafter ensued a discussion regarding the timeframe, budget, and quality of the project. Community Services Director Adanto advised that the six (6) to nine (9) month timeframe estimation for the project was realistic, however it would also depend on the weather and how the contractor prepared for the project. Ms. Adanto advised that during the interview process the firms were asked about the budget in reference to the estimated cost for construction management. Totum indicated their cost would be a percentage of three 3% to 4% of the construction total. Harris & Associates cost was between 5% and 6%. Del Terra's cost is \$265,000.00 based on a construction cost of \$1.2 million. City Manager Ledford indicated that those figures would depend on how much staffing there is on the project.

Community Services Director Adanto responded to Mayor Pro Tem Perez that construction could begin by March 1st. Ms. Adanto advised Council of the pros and cons of the three firms. She indicated that because Totum is a smaller firm they will have more time for staff and be more involved with this project. They also have extensive experience with the recreation portion of the project. She noted that Harris & Associates had visited the project site a couple of times and reviewed the plans. Ms. Adanto indicated that Harris & Associates is a large firm and expressed concern that the project would get caught up in their corporate world. The Del Terra firm had limited experience in working with municipalities and their team is as diverse as the Totum firm.

Community Development Director Yamachika reported on the references of the three firms to Council. The best remarks were given to Totum. Mr. Yamachika was told that Daniel Kay from Totum was fantastic to work with. The only negative remark was that Mr. Kay was not polished when providing presentations. Harris & Associates received very good comments and reviews from individuals. Del Terra also received very good comments. The strongest negative comment was from the Rowland Unified School District that felt Del Terra used young inexperienced staff members on their project. The other two references felt that Del Terra did a good job.

Community Services Director Adanto responded to Council Member Solis that the three firms were given an opportunity to tour the project site. Some firms took a tour and some did not take a facility tour. Ms. Adanto also explained that in the original request for qualifications, one other item was that there be complete oversight of the project. The City's engineering firm, AAE would be responsible for the building inspection portion of the project. The architect would be responsible for the drawings. The contractor would be responsible for the construction of the facility. Staff recommends that an independent party oversee the three components as a check and balance.

Mayor Chavez moved to direct staff to talk to Totum and Harris and Associates and come back with a cost for the project; seconded by Council Member Solis. The motion unanimously carried by the following roll call vote: AYES: Solis, Storing, Lujan, Perez, and Chavez. NOES: None.

ORAL COMMENTS FROM COUNCIL

Mayor Chavez wished everyone a happy Thanksgiving.

Council Member Lujan thanked staff for interview session.

Council Member Solis wished staff and Council a happy Thanksgiving. He announced that he would be attending a Thanksgiving Feast to feed the homeless and invited Council Members to attend the event.

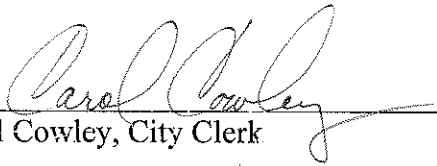
Mayor Pro Tem Perez wished everyone a happy Thanksgiving.

ORAL COMMENTS FROM STAFF

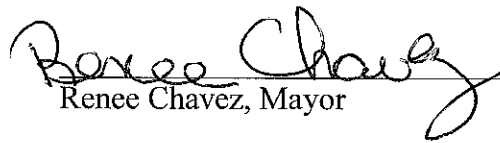
City Manager Ledford announced that City Hall will be closed from Wednesday to Friday for the Thanksgiving holiday, but the Senior Center will remain open on Wednesday.

ADJOURNMENT:

There being no other business to come before the Redevelopment Agency, Chairperson Chavez adjourned the meeting at 9:54 p.m.



Carol Cowley, City Clerk



Renee Chavez, Mayor