



STAFF REPORT

TO: Mayor and Members of the City Council
 FROM: Mahan Bozorginia, Town Contract Project Manager
 Brad Donohue, Director of Public Works
 VIA: Brian Dossey, City Manager
 MEETING DATE: February 11, 2019
 SUBJECT: Resource Design Interiors - Notice of Completion

RECOMMENDATION

Staff recommends that the City Council approve the following:

MOTION TO ACCEPT WORK PERFORMED BY RESOURCE DESIGN INTERIORS ON PHASE 5 OF THE TOWN HALL PROJECT AS COMPLETE AND AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO FILE A NOTICE OF COMPLETION WITH THE COUNTY RECORDER'S OFFICE AND MAKE THE FINAL PAYMENT TO RESOURCE DESIGN INTERIORS IN ACCORDANCE WITH STATE PROMPT PAYMENT LAWS

EXECUTIVE SUMMARY

On or about January 11, 2019, Resource Design Interiors ("RDI") completed contract work for Phase 5 of the Town Hall Project, Furniture, Fixtures & Equipment ("FF&E"). RDI performed their initial scope and approved extra work between August 24, 2018 and January 11, 2019. RDI and the Town's contract obligations are now fully complete, and the Town should move forward with filing Notice of Completion.

FISCAL IMPACT

Upon calculations based on previous Council Resolution approving RDI's contract and approved Change Orders, the total project cost for the FF&E portion of the Town Hall Renovation project (Phase 5) is \$280,784.84.

BACKGROUND

The Phase 5 contract was awarded to RDI on February 14, 2018. Upon award, RDI and Staff met regularly throughout the procurement process. A key aspect of procuring furniture for a facility like Town Hall is the submittal process. Once the submittal process was finalized, Staff asked City Council to review and make any final changes before directing Staff and RDI to procure the approved furniture and finishes at the April 11, 2018 City Council meeting.

In addition to assisting with the selection of the various pieces of furniture, RDI also coordinated with the general contractor on the Town Hall Project to ensure that the placement of the electrical components within the building were properly positioned with respect to furniture needs.

RDI mobilized on August 27, 2018 and completed the original contract work on September 7, 2018. Once staff moved into the new facility, it became apparent that furniture modifications and additional furniture were required. Staff requested that City Council approve a change order for RDI's contract so that this additional work could be performed. RDI completed all contract work and change order work on January 11, 2018.

ANALYSIS

RDI has been paid for all contract work to date less the required five percent retention.

Staff requests that the City Council accept work performed and authorize the Director of Public Works to file a Notice of Completion ("NOC") with the San Mateo County Recorder's Office.

The filing of the Notice of Completion means:

- The Town is satisfied that RDI has completed Phase 5 in accordance with the contract plans and specifications.
- At the time of the filing of the NOC, there has not been a claim filed against the Town.
- The Town accepts RDI's work as complete.
- The time frame for the stop payment notice claims commences once the NOC has been filed with the County Recorder's Office

Thirty days after the NOC has been recorded, if no claims from subcontractors and suppliers have been filed with the Town, the Town can release the remaining 5% retention to the contractor in the amount of \$14,039.24.

To date there have been no stop notices or claims filed with the Town for Phase 5.

Council Adopted Values

Responsibility is one of the values that the City Council adopted within their Strategic Plan. By approving this request and approving filing of the NOC, the Town would be finalizing Phase 5, releasing the retention payment to RDI and closing out the construction contract thereby shortening the time for the filing of claims on Phase 5.

Alternatives

The City Council can deny filing the NOC for Phase 5. The Town would then not file the NOC with the County Recorder's Office nor release retention to RDI and close out the construction contract. Such action would increase the time for subcontractors and material suppliers to file claims.

CONCLUSION

Staff has reviewed the completed work and recommends that the City Council accept work performed by RDI on Phase 5 of the Town Hall Project as complete and authorize the Director of Public Works to file a Notice of Completion with the County Recorder's Office and make the final payment to RDI in accordance with state prompt payment laws.

ATTACHMENTS

- A. Notice of Completion – FF&E



<p>RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO:</p> <p>Town of Colma 1198 El Camino Real Colma, CA 94014-3212 Attn: Brad Donohue, PW Director</p>	<p>THE AREA ABOVE IS RESERVED FOR RECORDER'S USE</p>
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**[NO RECORDING FEE SHALL BE CHARGED PURSUANT TO GOVERNMENT
CODE SECTIONS 6103 AND 27383]**

TOWN OF COLMA

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

1. The Town of Colma is the owner of a work of improvement described as the Colma Town Hall Campus Renovation and Additions Project – Phase 5, Structural Steel (hereafter, the “Work”), and of the real property on which the Work is situated, which real property is located in the County of San Mateo, State of California and specifically described as follows: 1198 El Camino Real Colma, CA 94014; and
2. Resource Design Interiors, Inc. is the contractor that was awarded the construction contract by the Town of Colma for the Work, and
3. The Work was completed by Resource Design Interiors, Inc. and accepted by the Town of Colma on February 11, 2019; and
4. The nature of the interest of the Town of Colma is as a fee simple owner in the above-described real property; and
5. The name and address of the Town of Colma is 1198 El Camino Real, Colma, California 94014; and
6. I, Brad Donohue, contract Public Works Director of the Town of Colma, am authorized by the City Council of the Town of Colma to execute and file this Notice of Completion with the County Recorder of the County of San Mateo as an authorized agent of the Town of Colma. I have read the Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Date and Place)

Brad Donohue
Director of Public Works

