



## Board Agenda Item No. 08 September 23, 2021

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### RECOMMENDED ACTION

To authorize the President and CEO to enter into a contract with La Cañada Design Group for Design Development through Construction Administration services for Long Beach Transit's new corporate office building.

### STAFF REPRESENTATIVE

Lisa Patton, Executive Director/VP, Finance and Budget

### BACKGROUND

In 2020, Long Beach Transit (LBT) purchased a building located at 4801 Airport Plaza Dr. for its corporate offices (LBTCO) and leasing spaces.

In April 2021, LBT engaged La Cañada Design Group (LCDG) to provide Space Programming and Schematic Design services for the floors that LBT will be occupying in the new building, which is the 7<sup>th</sup> and 8<sup>th</sup> floors, and part of the 1<sup>st</sup> floor, which includes Board of Director spaces such as Board chamber and Board conference room. The Space Programming and Schematic Design phase, which fell below the threshold amount requiring Board approval, was completed in June 2021.

The next steps of the project is final Design and Construction services for those same floors previously noted. LBT intends to occupy the building as soon as practicable.

This scope for this phase includes:

#### 7<sup>th</sup> and 8<sup>th</sup> Floors

- Limited corridor and office remodel (certain walls, doors, ceilings, lights and HVAC registers)
- Power/data supply to new workstation layout
- Remodel of pantries and Mother's Room
- New copy/print areas
- Drinking fountains and restroom remodel for ADA compliance
- New signage/graphics
- Access control door closers
- Upgraded lighting/controls for Title 24 compliance and efficiency

#### 1<sup>st</sup> Floor

- Board chamber remodel (modified board dais and seating, ceiling, flooring, doors, lighting and HVAC registers)
- Creation of Board conference room and kitchenette (cabinetry, power/data, doors, lighting, flooring and exhaust)



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- Creation of Board audio/visual room (power/data, doors, flooring, lightning, HVAC unit)
- Drinking fountains and restroom remodel for ADA compliance
- New signage/graphics
- Access control door closers

### **PROCUREMENT**

In December 2020, LBT solicited a Request for Qualifications (RFQ) for architectural and engineering services and received a total of eight qualified proposals.

The proposals were evaluated based on the following criteria:

- Performance Record
- Experience and Qualification
- Program Management/Proposal Merit
- Key Personnel
- Technical Approach/Logic of Project Plan

The total amount of possible points for the technical evaluation was 100. The evaluation committee, comprised of representatives of LBTCO's property management company and leasing agents Newmark Knight Frank; LBT's relocation management consultant and property owner's advocate Relocation Strategies; as well as LBT staff, conducted interviews with all eight proposers. The top three firms had scores of 76.40, 72.60, and 70.40 points.

La Cañada Design Group, located in Pasadena, California, received the highest score of 76.40. The purchasing department met with the LCDG to confirm their understanding of the scope of work and discuss their proposed pricing. La Canada Design Group was found to be qualified and their pricing has been determined to be fair and reasonable.

### **DBE/SBE PARTICIPATION**

A Disadvantaged Business Enterprise (DBE) goal of 10% was established for this contract. LCDG, Inc. will use three (3) California Unified Certification Program DBE certified firms to complete the scope of work as follows:

- Design Syndicate of Los Angeles, California will provide interior design services for 25% of the contract cost;
- SKA Design of Pasadena, California will provide graphic and signage design services at 6% of the contract costs; and
- IEM of San Pedro, California will provide cost-estimating services at 6.5% of contract the costs.

The total DBE participation is 37.5% of the overall contract costs.



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### ALTERNATIVES CONSIDERED

Staff did not consider any alternatives, as this current phase reflects the minimum LBT will do to get the building in a state where LBT can successfully move in and also allow for future staff growth.

### BUDGETARY/FISCAL IMPACT

Funds for this project at a total authorization not to exceed \$365,302.16 have been identified and approved in a prior year capital budget.

### STAFF RECOMMENDATION

Staff is recommending LBT's Board of Directors to authorize the President and CEO to enter into a contract with La Canada Design Group for Design Development through Construction Administration services for \$365,302.16.

A handwritten signature in blue ink, reading 'K. McDonald'.

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Kenneth A. McDonald  
President and Chief Executive Officer