City Council Memorandum

City of Arts & Innovation

TO: **HONORABLE MAYOR AND CITY COUNCIL** **DATE: MAY 12, 2026**

FROM: **GENERAL SERVICES DEPARTMENT** **WARD: 1**

SUBJECT: **DESIGN-BUILD AGREEMENT FROM REQUEST FOR PROPOSALS NO. 2513 WITH CAL-CITY CONSTRUCTION, INC., OF CERRITOS, CALIFORNIA FOR DESIGN-BUILD RENOVATION OF THE CITY HALL LOBBY FOR THE TERM OF 301 DAYS AFTER NOTICE TO PROCEED ISSUANCE IN THE AMOUNT OF $1,982,763 PLUS 15% CHANGE ORDER AUTHORITY OF $297,414, FOR A TOTAL AGREEMENT AMOUNT OF $2,280,177; AUTHORIZE A SUPPLEMENTAL APPROPRIATION FROM GENERAL FUND INFRASTRUCTURE RESERVES IN THE AMOUNT OF $1,730,177, AUTHORIZE REALLOCATION OF PROJECT FUNDS IN THE AMOUNT OF $300,000 FROM FUND 410 – CAPITAL OUTLAY, TRANSFER SWITCH PROJECT ACCOUNT, AUTHORIZE REALLOCATION OF PROJECT FUNDS IN THE AMOUNT OF $250,000 FROM FUND 420 – CAPITAL PROJECTS, MEASURE Z DEFERRED MAINTENANCE, ALL TO THE CITY HALL LOBBY PROJECT ACCOUNT – SUPPLEMENTAL APPROPRIATION**

ISSUES:

Approve a Design-Build Agreement from Request for Proposals No. 2513 with Cal-City Construction, Inc., of Cerritos, California for Design-Build Renovation of the City Hall Lobby for the term of 301 days after notice to proceed issuance in the amount of $1,982,763 plus 15% change order authority of $297,414, for a total agreement amount of $2,280,177; authorize a supplemental appropriation from General Fund Infrastructure Reserves in the amount of $1,730,177; authorize reallocation of project funds in the amount of $300,000 from fund 410 – Capital Outlay, Transfer Switch Project account; authorize reallocation of project funds in the amount of $250,000 from Fund 420 – Capital Projects, Measure Z Deferred Maintenance, all to the City Hall Lobby Project account.

RECOMMENDATIONS:

That the City Council:

1. Reject the bids submitted by Dorado Design & Construction, Inc. of Irvine, California and PCW Contracting Services of Anaheim, California as nonresponsive;

2. Approve a Design-Build Agreement with Cal-City Construction, Inc., of Cerritos, California, from Request for Proposals No. 2513 for the Design-Build Renovation of the City Hall Lobby in the amount of $1,982,763;

3. Authorize 15% change order authority in the amount of $297,414 for project changes such

as unforeseen conditions or necessary design modifications;

4. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record a supplemental appropriation and interfund transfer in the amount of $1,730,177 from the General Fund Infrastructure Reserves to the Capital Outlay Fund, City Hall Lobby Project revenue and expenditure accounts; and

5. Authorize the City Manager, or designee, to execute the Design-Build Agreement with Cal-City Construction, Inc., including making minor and non-substantive changes.

BACKGROUND:

In 2008, the City Hall lobby was renovated as part of a larger City Hall restacking and renovation project. The lobby renovation included construction of a new bistro style restaurant (the café), new and expanded office space for the Treasury Division, new ADA accessible restrooms, and lobby enhancements including new flooring, ceiling, and lighting.

The café was operated by several different vendors since opening, most recently by Brandon's Diner who vacated the space around August 2024. The City now desires to renovate the lobby to provide new office space for the City Clerk's Office to relocate to the main floor, add a grab-and-go style food service area, and relocate the concierge desk to a more central location adjacent to the elevators.

Relocating the City Clerk's Office to the main floor lobby will enable easier public access for election and passport services, two key functions of the City Clerk's team. The Clerk's new office space will replace the existing café/kitchen area. A grab-and-go service area will bring back food options for City Hall visitors and staff, and a separate procurement process to hire a vendor will be conducted in coming months. Relocating the concierge desk to be more centrally located and adjacent to the elevators will help improve the efficiency of foot traffic in the lobby and enable City staff and City Hall security to more effectively assist visitors. The project will also provide new furnishings and lighting improvements throughout the lobby area. Renovation of the lobby will provide a more active use of the space and refresh the lobby area which has not been touched since the 2008 renovation.

Staff is requesting to reallocate funding from an underfunded City Hall project to replace a backup generator transfer switch. This project has been in the queue for several years and is estimated to be approximately $1.7 million short of funding needed to complete all of the related improvements required to ultimately replace the transfer switch. The generator receives required monthly, quarterly, and annual maintenance.

Staff is also requesting to reallocate Measure Z Deferred Maintenance funding in order to fully fund the City Hall lobby project.

DISCUSSION:

Purchasing Overview

On December 4, 2025, the City's Purchasing Division (Purchasing) issued Request for Proposals (RFP) No. 2515 on PlanetBids seeking prospective proposers to provide architectural, engineering, and construction services for the City Hall Lobby Renovation Project.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	808
Vendors who downloaded the RFP	124
Proposals received	4

A mandatory pre-bid meeting and site walk was held on December 17, 2025, with 32 vendors in attendance. RFP No. 2513 closed on January 21, 2026 at 2:00 PM (PST) with a total of four proposals received. Two responses were determined responsive and responsible, and two proposals were deemed non-responsive for not meeting minimum proposal requirements.

Under the guidance of Purchasing, three (3) City staff evaluated the proposals for one (1) round, which resulted in Cal-City Construction, Inc., ranking No. 1. The evaluation criteria, total points and rankings for each evaluation round are summarized in the tables below.

Round 1 – Evaluation Criteria

Evaluation Criteria	Total Points
Qualifications and Experience	35%
Approach and Methodology	25%
Professional References	10%
Pricing	30%

Round 1 – Evaluation Results

Vendor	Location	Proposed Cost	Evaluation Scores	Rank
Cal-City Construction, Inc.	**Cerritos, CA**	**$2,365,472.00**	**2510**	**1**
Fasone, GBC	Whittier, CA	$3,135,961.73	2498.87	2
Dorado Design & Construction, Inc.*	Irvine, CA	$1,124,700.00	N/A	
PCW Contracting Services*	Anaheim, CA	$2,136,204.00	N/A	

*Non-responsive vendor

Following the evaluation, Cal-City Construction, Inc., was selected as the most qualified company to perform the requirements of the RFP.

The Design-Build Contract includes Phases 1–3 and a portion of Phase 4, with the remaining Phase 4 scope related to construction of the multi-purpose room deferred due to current funding constraints and potential implementation in the future should funding become available.

The construction cost is summarized below:

Phase	Description	Total
1	Clerk's Office Expansion	$1,416,289
2	Grab & Go Area	$291,038
3	Lobby Concierge Desk Improvements	$230,436
4	Furniture and Lighting Improvements	$45,000
	Subtotal	$1,982,763
	15% Contingency	$297,414
	Total Project Authorization	$2,280,177

This action is pursuant to Purchasing Resolution 24101, Section 508 which states, "Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that…(c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications."

The Purchasing Manager concurs that the recommended action is compliant with Purchasing Resolution 24101.

FISCAL IMPACT:

The total fiscal impact of this action is $2,280,177, which includes a 15% construction contingency of $297,414. Upon Council approval, a supplemental appropriation and interfund transfer in the amount of $1,730,177 from General Fund Infrastructure Reserves will be recorded as shown in Table 1 below. In addition, the remainder of the funding will be recorded as a budget adjustment in the amount of $550,000 as shown in Table 2 below, bringing the total project budget to $2,280,177.

Table 1. Supplemental Appropriation

Fund	Project	Account	Amount
Transfers Out			
General Fund	Infrastructure Reserves	0000101-299206	($1,730,177)
	GF Transfer Out	7223600-990401	$1,730,177
Transfers In			
Capital Outlay	City Hall Lobby Renovation-Transfer In	*Revenue*	
		9934300-985101	$1,730,177
		Expenditures	
		9934300-462050	$1,730,177

Table 2. Budget Adjustments

Fund	Project	Account	Amount
Measure Z Capital	*Reductions*		
	Transfer Switch Project	9925700-462050	($300,000)
	City Bldgs Annual Deferred Maint.	9901909-462050	($250,000)
	Increases		
	City Hall Lobby Renovation	9934309-462050	$550,000

Prepared by: Kurtis Sharp, Capital Project Manager
Approved by: Lee Withers, General Services Director
Certified as to availability of funds: Julie Nemes, Interim Finance Director
Approved by: Edward Enriquez, Assistant City Manager/Chief

Financial Officer/City Treasurer
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachment: Agreement
Award Recommendation