



STAFF REPORT

AGENDA NO: 9b

MEETING DATE: October 21, 2024

To: Honorable Mayor and City Council

Date: October 21, 2024

**From: Syed Murtuza, Director of Public Works – (650) 558-7230
Marie Galvin, Facilities Project Manager – (650) 558-7670**

Subject: Adoption of a Resolution Authorizing the City Manager to Execute a \$289,133 Construction Contract with TK Elevator Corporation for the Donnelly Parking Garage Elevator Modernization, City Project No. 86430, and Approving a Fund Transfer of \$165,000 from the Parking Enterprise Fund

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution authorizing the City Manager to execute a construction contract with TK Elevator Corporation, in a not-to-exceed amount of \$289,133, for the Donnelly Parking Garage Elevator Modernization, City Project No. 86430, and approving a fund transfer of \$165,000 from the Parking Enterprise Fund to complete the project.

BACKGROUND

The Facilities Capital Improvement Program (CIP) has determined that the elevator at the Donnelly Parking Garage needs improvements and modernization. The aging hydraulic elevator has become less reliable and has exceeded its service life. The benefits of modernization include increased durability and reliability, improved fire and safety features, reduced waiting times for the public, lower energy consumption, and lower operating costs.

The scope of work includes removal and replacement or modernization of the elevator controller, power unit, elevator car, hoistway, pit, cab interior, door equipment, and fixtures, along with electrical and fire alarm improvements.

DISCUSSION

The City of Burlingame is a member of the Sourcewell JPA and has previously utilized Sourcewell's cooperatively purchased contracts. City staff identified TK Elevator Corporation as a qualified Sourcewell contractor for this project. A job walk took place in February 2024 with City staff and TK Elevator Corporation. TK Elevator Corporation then submitted a proposal, which was reviewed and negotiated by City staff. Construction is anticipated to begin in fall 2024 and be completed by the spring of 2025 due to long lead times for securing construction materials.

TK Elevator Corporation holds a multi-year Sourcwell contract (Contract No. 080420-TKE) to provide elevator services, including maintenance, modernization, and repair, to Sourcwell members. Choosing a contractor with an active Sourcwell contract complies with the City of Burlingame's procurement procedures for procuring work on City projects.

FISCAL IMPACT

The following are the estimated costs for the project:

TK Elevator Corporation Construction Services	\$289,133.00
Contingency (15%)	\$43,370.03
Staff Time & Administration	\$17,496.97
Total	\$350,000.00

The City Council approved funds in the amount of \$200,000 for the project as part of the FY 2022/23 CIP Budget. To date, \$12,000 has been utilized for staff time, planning, and the design phase to determine the scope of work. Additional funds in the amount of \$165,000 are requested to fully fund the construction of the project. Staff recommends approving a transfer of \$165,000 from the Parking Enterprise Fund for this project in the current fiscal year.

Exhibits:

- Resolution
- Construction Contract
- TK Elevator Corporation Sourcwell Contract
- Project Location Map