



PASADENA ECONOMIC DEVELOPMENT CORPORATION
Pre-Board Meeting
Conducted in the Pre-Council Conference Room at City Hall
October 31, 2018, 4:00 p.m.
Minutes

Members present:

Steve Cote, President
Emilio Carmona, Secretary
Steve Phelps
Marilyn Wilkins
Ernesto Paredes

Members Absent:

Randy Drake, Treasurer
Rick Lord, Vice President

Others Present:

Jeff Moore, Brown & Hofmeister, LLP (via conference call)
Carlos Guzman, Pasadena EDC Executive Director
Rick Guerrero, Pasadena EDC Manager
Robin Green, Public Works Director
Karina Tomlinson, PEDC Executive Assistant

Call to Order

The Pre-Board meeting for the October 31, 2018 Pasadena Second Century Corporation d/b/a Pasadena Economic Development Corporation was called to order at 4:00 p.m. by Chairman Steve Cote.

(11) Board Action – Resolutions

- a. Authorize Staff to negotiate and execute a contract with Project Surveillance, Inc. for field observation services for Richey Street Reconstruction Project (CIP# S101) in the amount of \$296,243.20.
 - Emilio Carmona asked if field observation services is referring to an inspector. Steve Cote answered that City does not have the Staff to oversee the work to make sure it's done to the quality we need to have. Steve Phelps added that this was one that he talked to Robin Green inquiring if that was a standard fee and if it would help expedite the process to which Robin had answered yes.
- b. Award contract of Asbestos Abatement of High Rise Building at 1001 Southmore Avenue (CIP# M039) to Sitek Omni Services, LLC, lowest responsible bidder, in the amount of \$984,800.00 with a 10% contingency of \$98,480.00 for a total

appropriation of \$1,083,280.00. Funding subject to City Council Approval of FY 19 Budget Amendment #1.

- Jeff Moore added that it could be motioned to “authorize staff to negotiate and execute a contract of Asbestos Abatement” and the remaining details as it appears on agenda if that is the desire of the Board. Steve Cote added that whomever makes the motion should do so by beginning with the phrase, “Motion to approve as revised to Authorize Staff to negotiate and execute the contract.”
- c. Authorize Staff to negotiate and execute an agreement with Loflin Environmental Services, Inc. for asbestos abatement consulting and monitoring services for the Asbestos Abatement of High Rise Building at 1001 Southmore Avenue (CIP# M039) in the amount of \$109,252.00. Funding subject to City Council Approval of FY 19 Budget Amendment #1.
- Steve Cote added that this is for the air quality testing. Josh who is with Loflin confirmed that they oversee the project to make sure they are doing it correctly and to do the air monitoring as well.
- d. Authorize Staff to negotiate and execute an agreement with Environmental Science & Engineering Partners, LLC for professional engineering services for the demolition of High Rise Building at 1001 Southmore Avenue (CIP# M039) in the amount of \$62,590.00. Funding subject to City Council Approval of FY 19 Budget Amendment #1.
- e. Authorize Staff to negotiate and execute an agreement with HR Green for Shaw Street Reconstruction Phase I Project (CIP# S107) in the amount of \$69,330.00. Funding subject to City Council Approval of FY 19 Budget Amendment #1.
- Steve Cote asked is this is for the revision/updating the design. Mark Gardemal added that there are some changes required to the original drawings and at the time the name of the company was Sparks, Barlow, Barnett at the time which is now HR Green so it has to be renamed and re-sealed. They are also upgrading the water line to a 12” rather than an 8” as well.

Pre-Board Meeting Adjourned at 4:06 pm.

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October 31, 2018, 4:06 p.m.
Minutes

Agenda Item One: Call to order, roll call.

The Board meeting for the October 31, 2018 Pasadena Second Century Corporation d/b/a Pasadena Economic Development Corporation was called to order at 4:06 pm by Chairman Steve Cote.

Agenda Item Two: Invocation.

Invocation given by Board Secretary, Emilio Carmona.

Agenda Item Three: Pledge of Allegiance.

Pledges led by Board Member Steve Phelps.

Agenda Item Four: Public Comments

No comments given by the Public in attendance.

Agenda Item Five: Board Action – Resolutions.

- a. **PSCC RESOLUTION 18-034** – Authorize Staff to negotiate and execute a contract with Project Surveillance, Inc. for field observation services for Richey Street Reconstruction Project (CIP# S101) in the amount of \$296,243.20.

Marilyn Wilkins made a motion to authorize Staff to negotiate and execute a contract with Project Surveillance, Inc., subject to legal review and comment, seconded by Ernesto Paredes that PSCC Resolution 18-034 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- b. **PSCC RESOLUTION 18-035** – Authorize Staff to negotiate and execute a contract of Asbestos Abatement of High Rise Building at 1001 Southmore Avenue (CIP# M039) with Sitek Omni Services, LLC, lowest responsible bidder, in the amount of \$984,800.00 with a 10% contingency of \$98,480.00 for a total appropriation of \$1,083,280.00. Funding subject to City Council Approval of FY 19 Budget Amendment #1.

Ernesto Paredes made a motion to approve the resolution as **revised** to authorize Staff to negotiate and execute a contract with Sitek Omni Services, LLC, subject to legal review and comment, seconded by Emilio Carmona that PSCC Resolution 18-035 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- c. **PSCC RESOLUTION 18-036** – Authorize Staff to negotiate and execute an agreement with Loflin Environmental Services, Inc. for asbestos abatement consulting and monitoring services for the Asbestos Abatement of High Rise Building at 1001 Southmore Avenue (CIP# M039) in the amount of \$109,252.00. Funding subject to City Council Approval of FY 19 Budget Amendment #1.

Steve Phelps made a motion to authorize Staff to negotiate and execute an agreement with Loflin Environmental Services, Inc., subject to legal review and comment, seconded by Ernesto Paredes that PSCC Resolution 18-036 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- d. **PSCC RESOLUTION 18-037** – Authorize Staff to negotiate and execute an agreement with Environmental Science & Engineering Partners, LLC for professional engineering services for the demolition of High Rise Building at 1001 Southmore Avenue (CIP# M039) in the amount of \$62,590.00. Funding subject to City Council Approval of FY 19 Budget Amendment #1.

Ernesto Paredes made a motion to authorize Staff to negotiate and execute an agreement with Environmental Science & Engineering Partners, LLC, subject to legal review and comment, seconded by Marilyn Wilkins that PSCC Resolution 18-037 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

- e. **PSCC RESOLUTION 18-038** - Authorize Staff to negotiate and execute an agreement with HR Green for Shaw Street Reconstruction Phase I Project (CIP# S107) in the amount of \$69,330.00. Funding subject to City Council Approval of FY 19 Budget Amendment #1.

Emilio Carmona made a motion to authorize Staff to negotiate and execute an agreement with HR Green, subject to legal review and comment, seconded by Steve Phelps that PSCC Resolution 18-038 be passed, approved and adopted. MOTION CARRIED UNANIMOUS.

Agenda Item Six: Comments by Board Members.

Marilyn Wilkins – Marilyn stated that each of the bidders indicated a length of time estimate to complete the work. She asked how that is monitored and if there is some contract requirement that they complete the work within a reasonable time or within specific dates. Zafar answered that in the contract, Sitek Omni states that they will complete in 124 days, but they have informed us that they can complete in 90 days if they work 10 hour shifts. The way it will be addressed when the contract is finalized we will put down the number of days to complete the work and if they don't do that there will be a provision that they will be fined so many dollars per day, so there is a penalty clause that can be enforced. Marilyn indicated that the range was so wide so she was curious to know how that portion worked. And her comment was Happy Halloween!

Emilio Carmona – No comments.

Ernesto Paredes – “I enjoyed the groundbreaking. It shows the momentum on our behalf and the City and the partnership with the County.”

Steve Phelps – “Also want to echo, it was a great event. It wasn't long, but it got the point across. Appreciate the work by Staff and the City and the people that put in.

Steve Cote – “Definitely thankful for Staff, the County because without their partnership it would have been a lot more expensive. It’s nice to see progress being made on this building. It’s unfortunate to see it go in some capacity, but it’s progress that moves us forward”

Agenda Item Seven: Adjournment.

Chairman Steve Cote called for a motion to adjourn the October 31, 2018 meeting at 4:14 pm. Ernesto Paredes moved, seconded by Marilyn Wilkins. MOTION CARRIED UNANIMOUS.