TO:   HONORABLE CITY COUNCIL
FROM:  CITY MANAGER   DEPARTMENT: COMMUNITY SERVICES
DATE:  APRIL 7, 2008     CMR: 187:08
SUBJECT:  APPROVAL OF A CONTRACT WITH SYNLAWN, INC., IN THE AMOUNT OF $399,939 FOR THE RENOVATION OF THE DRIVING RANGE AT THE PALO ALTO MUNICIPAL GOLF COURSE, CAPITAL IMPROVEMENT PROGRAM PROJECT PG-08001

RECOMMENDATION
Staff recommends that Council:
1.  Authorize the City Manager or his designee to execute the attached contract (Attachment A) in the amount of $399,939 with Synlawn, Inc. for the replacement of artificial turf at the Palo Alto Municipal Golf Course driving range (Capital Improvement Program Project PG-08001); and
2.  Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with Synlawn, Inc., for related, additional but unforeseen work that may develop during the project, the total value of which shall not exceed $60,000.

BACKGROUND
The Palo Alto Municipal Golf Course Driving Range was renovated in 1998 and includes lighting for night time use, multiple target greens, 26 individual hitting stalls, 5 enclosed stalls for lessons, and video equipment for taping the golf swing. Artificial turf was installed to reduce maintenance costs associated with mowing, irrigating and maintaining natural turf. When the artificial turf was installed, it was projected to have a life of ten years. Each year, 35,000 players enjoy the facilities that the driving range provides. The wear of the existing turf has resulted from picking up golf balls by using ride-around collection machines up to seven times daily. To meet customer expectations, maintain a safe environment, avoid revenue loss, and stop the expensive replacement of range balls, complete turf replacement is required. The size and dimensions of driving range will remain unchanged (Attachment B – Site Map).

The proposed turf replacement project will consist of the removal and disposal of the current artificial surface, construction preparation to the base rock material, and installation of the new artificial turf surface. An associated project to replace the netting around the driving range will be accomplished by a separate contractor at the same time as the turf replacement in order to minimize disruption to customers.
This project was submitted as part of the 2007-2009 Capital Budget and funding was approved by Council for the 2007-2008 Fiscal Year. Staff has developed a scope of work for the project that will ensure that the proposed improvements will be durable, cost-effective and aesthetically compatible with the Municipal Golf Course.

It should be noted that an operational analysis of the golf course is currently underway, led by Economic Research Associates. The study aims to analyze the local golf market, and the physical facility and site, and to further provide recommendations on alternative operating models. The City Council will have the opportunity to review and discuss the study later this fiscal year. The implications of the study will not dispute the fact that the driving range turf has reached its useful life and must be replaced, regardless of any proposed alternative operating models.

**DISCUSSION**

**Bid Process**
A notice inviting formal bids for this project was posted at City Hall on January 24, 2008, and sent to 8 independent contractors. The bidding period was 32 days. Bids were received from four qualified contractors on February 26, 2008, as listed on the attached bid summary (Attachment C). Bids ranged from a low bid of $399,939 to a high of $460,100. The low bid is 33 percent below the staff estimate of $600,000.

**Summary of Bid Process**
Bid Name/Number: Municipal Golf Course Driving Range Turf Replacement
IFB #RFQ125551
Proposed Length of Project: 30 calendar days
Number of Bids Mailed to Contractors: 8
Number of Bids Mailed to Builder’s Exchanges: 0
Total Days to Respond to Bid: 34
Pre-Bid Meeting? Yes
Number of Company Attendees at Pre-Bid Meeting: 14
Number of Bids Received: 4
Bid Price Range: (including all alternates) Low bid $399,939 to a high of $460,100

Staff recommends that the bid $399,939 submitted by Synlawn, Inc. be accepted and that Synlawn, Inc., be declared the lowest responsible bidder. The change order amount of $60,000 (which equals 15% of the total contract) is requested to resolve unforeseen problems and/or conflicts that may arise during the construction period.

Staff checked references supplied by the contractor for previous work performed and found no significant complaints. Staff also checked with the Contractor's State License Board and found that the contractor has an active license on file. The Contractor’s Certification of Non-discrimination is Attachment D.

Work is expected to start in April 2008 and be complete in thirty days from the Notice to Proceed. Care has been taken to plan the actual renovation of this facility to avoid any inconvenience to the public or disruption to essential golf course operations. While the driving
range is under renovation, the public will be accommodated by the use of the putting green and practice bunker.

**RESOURCE IMPACT**
Funds for this project are included in Capital Improvement Program Project – PG-08001 (Golf Course Driving Range Turf Replacement). This project will be funded from the General Fund. General Fund costs will be reimbursed from Golf Course revenues. $600,000 was originally budgeted for this project. Based on the actual bid price, construction and contingency costs will now total $459,930.

Because the turf replaces similar material, no change in operating or maintenance costs is anticipated.

**POLICY IMPLICATIONS**
This recommendation does not represent any change to existing City policies.

The proposed project is consistent with existing City policy, including Comprehensive Plan Policy C-26: Maintain and enhance existing park facilities.

**ENVIRONMENTAL REVIEW**
This project has been determined to have no significant effect on the environment and to be categorically exempt from review under the California Environmental Quality Act (CEQA) as repair and maintenance of existing and similar facilities pursuant to CEQA Guidelines, Section 15301 (c).

**ATTACHMENTS**
- Attachment A: Contract
- Attachment B: Site Map
- Attachment C: Bid Summary
- Attachment D: Certificate of Nondiscrimination

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