TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER DEPARTMENT: COMMUNITY SERVICES

DATE: APRIL 14, 2008 CMR:189:08

SUBJECT: APPROVAL OF A CONTRACT WITH RODAN BUILDERS, INC., IN THE AMOUNT OF $211,900 FOR THE RENOVATION OF THE OPEN SPACE MAINTENANCE BUILDING AT FOOTHILLS PARK, CAPITAL IMPROVEMENT PROGRAM PROJECT OS-07003; AND APPROVAL OF A BUDGET AMENDMENT ORDINANCE FOR THE FISCAL YEAR 2007-08 TO PROVIDE AN ADDITIONAL APPROPRIATION OF $40,137 TO CAPITAL IMPROVEMENT PROGRAM (CIP) PROJECT OS-07003, OPEN SPACE MAINTENANCE SHOP REHABILITATION

RECOMMENDATION
Staff recommends that Council:
1. Authorize the City Manager or his designee to execute the attached contract (Attachment A) in the amount of $211,900 with Rodan Builders, Inc. for the renovation and improvement of the Open Space maintenance building at Foothills Park (Capital Improvement Program Project OS-07003); and
2. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with Rodan Builders, Inc., for related, additional but unforeseen work that may develop during the project, the total value of which shall not exceed $21,000.
3. Approve the Budget Amendment Ordinance in the amount of $40,137 to increase appropriation to CIP Project OS-07003 (Attachment E).

BACKGROUND
The Open Space maintenance building was constructed in 1968 and includes a large workshop, tool room, and supply storage area. Staff uses the area to construct signs and displays; to repair equipment and park furnishings; and to store work tools, equipment and small vehicles. The wood-framed building has not been improved since its construction in 1968 or repaired after a flood in 1983. It has an un-insulated plank board exterior that leaks extensively, causing damage to stored materials and equipment.

The project will install new exterior siding to the building, add rain gutters on both edges of the roof, add insulation and sheetrock to all of the interior shop walls, replace existing windows and doors with insulated and energy efficient windows and doors and install a new dust collection system and exhaust system that will provide cleaner air for employee health and safety.
This project was submitted as part of the 2005-2007 Capital Budget and funding was approved by Council for the 2006-2007 Fiscal Year. Staff has worked with the engineering firm of Grossman Design Group, Inc., to design improvements that will be durable, efficient, cost-effective and aesthetically compatible with the rustic buildings of Foothills Park.

DISCUSSION
In preparing the designs and specifications for this maintenance building, the design consultants were asked to incorporate materials and construction techniques that are sensitive to the environment, low in on-going maintenance, and that would esthetically blend with the appearance of Foothills Park. The size and dimensions of the maintenance building will remain unchanged (Attachment C – Site Map).

Once renovated, the maintenance building will allow staff store materials, supplies and tools in a safe and secure manner and will ensure that materials and tools are not damaged by water. With improved lighting, park staff will be better able to work on the repair of small engines and tools and construct park amenities. With the improved dust removal system and added building insulation, staff will be able to work in a safer, more comfortable, and efficient environment.

Bid Process
A notice inviting formal bids for this project was posted at City Hall on February 11, 2008, and sent to 10 builders' exchanges and 7 independent contractors. The bidding period was 29 days. Bids were received from four qualified contractors on March 11, 2008 as listed on the attached bid summary (Attachment D). Bids ranged from a low bid of $211,900 to a high of $479,000. The low bid is 2% percent above the 2006 engineer’s estimate of $207,500.

Summary of Bid Process
Bid Name/Number: Open Space Maintenance Building
IFB #122241
Proposed Length of Project: 120 calendar days
Number of Bids Mailed to Contractors: 7
Number of Bids Mailed to Builder’s Exchanges: 10
Total Days to Respond to Bid: 29
Pre-Bid Meeting? Yes, non-mandatory
Number of Company Attendees at Pre-Bid Meeting: 0
Number of Bids Received: 4
Bid Price Range: (including all alternates) Low bid $211,900 to a high of $479,000

Staff recommends that the bid $211,900 submitted by Rodan Builders, Inc. be accepted and that Rodan Builders, Inc., be declared the lowest responsible bidder. The change order amount of $21,000 (which equals 10% 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 May 2008 and be complete in 120 days from the Notice to Proceed. Care has been taken to plan the actual renovation of this building to avoid any inconvenience to the public or disruption to essential park operations. While the Open Space maintenance building is under construction, staff will store materials and supplies in the adjoining garage building.

**RESOURCE IMPACT**
Funds for this project are included in Capital Improvement Program Project – OS-07003 (Open Space Maintenance Building) approved in FY 2006-07 for $250,000 (Attachment G).

Design, construction and contingency costs will total $290,137. A Budget Amendment in the amount of $40,137 is needed to increase the appropriation to this project. This additional appropriation will be funded by the Infrastructure Reserve.

Because the improved maintenance building will be more energy-efficient and will better protect materials, supplies and tools, this project will create a slight decrease in the annual cost for utilities and replacement tools.

**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 streets 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
Attachment E: Budget Amendment Ordinance
Attachment F: CIP Page