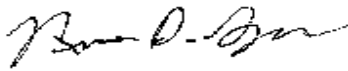


City of Calistoga

Staff Report

TO: Honorable Mayor and City Council Members
FROM: Michael Kirn, Public Works Director/City Engineer
DATE: October 26, 2015
SUBJECT: Consideration of a Resolution Awarding a Contract to Western Builders in the Amount of \$62,718 for the Demolition of the Roof at the Monhoff Recreation Center and Authorizing the City Manager to Execute the Contract.

APPROVAL FOR FORWARDING:



Richard D. Spitler, City Manager

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2 **ISSUE:** Consideration of a Resolution that:

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4 1. Awards a contract to Western Builders in the amount of \$62,718 for roof
5 replacement at the Monhoff Recreation Center.
6 2. Authorizes the Public Works Director to negotiate and approve contract change
7 orders up to \$6,000 for any unforeseen issues that may arise.
8 3. Authorizes the City Manager to execute the contract on behalf of the City of
9 Calistoga and directs staff to issue a notice of award to Western Builders and
10 otherwise administer the Project.
11 4. Accepts a grant the award of a \$176,100 grant from the Housing and Community
12 Development Agency (HCD) for restoration of the Monhoff Recreation Center.
13 5. Approves a Budget Adjustment in the Amount of \$176,100 derived from grant
14 proceeds to Account 01-5503 and increases the Monhoff Recreation Center
15 Restoration Project Budget to \$306,100.

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17 **RECOMMENDATION:** Adopt the Resolution.

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19 **BACKGROUND/DISCUSSION:** Last year the Monhoff Recreation Center sustained
20 damage due to a faulty roof system. Tom Stimpert has been retained as the project
21 architect to prepare plans and specifications, which are nearly complete, for rehabilitation
22 of the building. On October 14, 2015 we received formal documentation of the award of a

23 \$176,100 grant from the Housing and Community Development Agency (HCD) for
24 restoration of the Monhoff Recreation Center.

25 We solicited proposals from several construction firms for demolition of the roof system in
26 accordance with Section 3.32.020 of the Municipal Code, which allows for the informal
27 bid process for projects less than \$175,000. Western Builders, out of Santa Rosa, was
28 the only company that responded to our solicitation with a proposal of \$62,718.

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30 Staff and the project architect have reviewed the proposal from Western Builders and
31 found the bid is reasonable and accurately reflects the level of effort required to perform
32 demolition activities prior to the new roof being installed by Modern Method Roofing. The
33 City Council previously approved a contract with Modern Method Roofing on October 6,
34 2015 with acknowledgement that their bid did not include demolition, hence the need for
35 the recommended agreement with Western Builders.

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37 Staff recommends that the Council adopt a resolution that does the following:

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- 39 • Awards a contract to Western Builders in the amount of \$62,718 for demolition
40 services associated with the replacement of the Monhoff Recreation Center roof.
- 41 • Authorizes the Public Works Director to negotiate and approve contract change
42 orders up to \$6,000.
- 43 • Authorizes the City Manager to execute the contract on behalf of the City of
44 Calistoga and directs staff to issue a notice of award to Western Builders and
45 otherwise administer the Project.
- 46 • Accepts a grant award of a \$176,100 grant from the Housing and Community
47 Development Agency (HCD) for restoration of the Monhoff Recreation Center.
- 48 • Approves a Budget Adjustment in the Amount of \$176,100 derived from HCD
49 grant proceeds to Account 01-5503 and increases the Monhoff Recreation Center
50 Project Budget to \$306,100.
- 51

52 **COUNCIL GOALS:** The project advances Goal 6: Expand and improve recreational
53 facilities; Priority Project 7 – Work with the Boys and Girls Club of Calistoga to restore the
54 Teen Center activities at the Monhoff Center in an expeditious manner.

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56 **CEQA REVIEW:** This project is Categorically Exempt from CEQA under Section 15061
57 of the CEQA Guidelines, Class 1- Existing Facilities. Class 1 exemptions consists of the
58 operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of
59 existing public or private structures, facilities, mechanical equipment, or topographical
60 features, involving negligible or no expansion of use beyond existing. The proposed
61 project does not expand the current use.

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63 **FISCAL IMPACT:** The FY 2015/16 CIP Budget includes \$130,000 in appropriations in
64 Account #01-5503 for the restoration efforts. The recommended Budget Adjustment will
65 increase the approved project budget by \$176,100 to \$306,100. As the project
66 progresses we will tender requests for reimbursement to our insurance adjuster for
67 covered losses.

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ATTACHMENTS:

1. Resolution
2. Demolition Services Contract with Western Builders

RESOLUTION NO. 2015- XXX

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALISTOGA,
COUNTY OF NAPA, STATE OF CALIFORNIA, AWARDING A
CONTRACT TO WESTERN BUILDERS IN THE AMOUNT OF \$62,718
FOR DEMOLITION OF THE ROOF SYSTEM AT THE MONHOFF
RECREATION CENTER AND AUTHORIZING THE CITY MANAGER
TO EXECUTE THE CONTRACT AND APPROVING A BUDGET
ADJUSTMENT IN THE AMOUNT OF \$176,100**

WHEREAS, City staff solicited quotes for demolition services associated with the roof demolition at the Monhoff Recreation Center in accordance with Section 3.32.020 of the Municipal Code, which allows for the informal bid process for projects less than \$175,000 as referenced in the report submitted by the Public Works Director on October 26, 2015; and

WHEREAS, only one proposal was received from Western Builders in the amount of \$62,718; and

WHEREAS, staff and the project architect have reviewed the proposal from Western Builders and determined that the bid amount is reasonable and accurately reflects the amount of effort required to complete the roof demolition; and

WHEREAS, staff has determined that Western Builders possesses the required license for this work and is otherwise qualified to perform the work in accordance with the contract documents; and

WHEREAS, staff recommends that a contract be awarded to Western Builders in the amount of \$62,718; and

WHEREAS, on October 14, 2015 the City received formal documents awarding a grant of \$176,100 from the California Housing and Community Development agency for restoration efforts of the Monhoff Recreation Center; and

WHEREAS, the project is Categorical Exempt from CEQA under Section 15061 of the CEQA Guidelines, Class 1 - Existing Facilities.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Calistoga as follows:

1. Finds that the proposal from Western Builders is a responsible proposal and waives any and all minor bid irregularities.
2. Awards a contract to Western Builders in the amount of \$62,718 for demolition of the roof at the Monhoff Recreation Center.

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3. Authorizes the Public Works Director to negotiate and approve contract change orders up to \$6,000 for any unforeseen issues that may arise.
4. Authorizes the City Manager to execute the contract on behalf of the City of Calistoga and directs staff to issue a notice of award to Western Builders and otherwise administer the Project.
5. Approves a Budget Adjustment in the amount of \$176,100 derived from grant proceeds to Account 01-5503 and increases the Monhoff Recreation Center Restoration Project Budget to \$306,100.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Calistoga at a special meeting held this **26th day of October 2015**, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

CHRIS CANNING, Mayor

ATTEST:

KATHY FLAMSON, City Clerk