

# Agenda Report

July 24, 2017

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Public Works  
**SUBJECT:** **CONTRACT AWARD TO COMMERCIAL ROOFING SYSTEMS, INC. FOR SENIOR CENTER ROOF RESTORATION PROJECT FOR AN AMOUNT NOT TO EXCEED \$107,883.**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section 15301, Existing Facilities, which exempts minor alteration of existing public facilities where no expansion of the use will take place; and
2. Accept the bid dated July 5, 2017, submitted by Commercial Roofing Systems, Inc., in response to the Project Plans and Specifications for the Senior Center Roof Restoration Project, and authorize the City Manager to enter into such contract for an amount not to exceed \$107,883.

## **BACKGROUND:**

Opened in May 1960, the Pasadena Senior Center was the first non-profit senior center in Southern California and one of the first in the nation. In 1999, the Pasadena Senior Center was awarded national accreditation by the National Council on Aging's National Institute of Senior Centers, making it the first nationally accredited senior center in the state of California. Today, the Pasadena Senior Center continues to enrich the lives of residents age 50 and over, providing opportunities for social interaction, basic support and needs services, education, volunteerism, and community activism.

The facility located at 85 East Holly Street is owned by the City of Pasadena. As per the lease agreement between the City and Pasadena Senior Center, the City is responsible for certain maintenance items including the roof system.

On March 27, 2017, the Housing and Career Services Department presented a report to City Council recommending amendments to the 2016-2017 Community Development Block

Grant (CDBG) Action Plan. The City Council subsequently approved the Department of Public Works' recommendation to appropriate \$140,000 in CDBG funding to the Building Preventative Maintenance FY 2016-2020 (71902) Capital Improvement Project for the removal and replacement of the existing Pasadena Senior Center membrane roofing system.

This project consists of the removal and replacement of the Senior Center's existing membrane roofing system (excluding the shingle roof). The Department of Public Works prepared plans and specifications for the project and in accordance with Section 4.08.070 of the Pasadena Municipal Code, bids were requested and received. The project was advertised in the *Pasadena Journal* on June 8, 2017. In addition, the Notice Inviting Bids was published in four trade publications and listed on the City's website, which generated notices to 134 vendors. Twenty-one vendors obtained bid packages, and five submitted bids for the project.

Following advertising, bids were received on July 5, 2017 and are as follows:

<u>Bidder</u>	<u>Amount</u>
1. Commercial Roofing Systems, Inc., Arcadia	\$ 97,883
2. Rite-Way Roof Corporation, Fontana	\$109,305
3. Best Contracting Services, Inc., Gardena	\$123,198
4. Chapman Coast Roof Company, Inc., Fullerton	\$125,545
5. FC & Sons Roofing, Inc., Bell Gardens	\$212,089
Engineer's Estimate	\$108,250

It is recommended that Commercial Roofing Systems, Inc. be awarded the contract for this project as they are the lowest responsive and responsible bidder. The proposed contract with Commercial Roofing Systems, Inc. fully complies with the Competitive Bidding and Living Wage Ordinances. In addition, the proposed contract fully complies with the Prevailing Wage Law (Senate Bill 7) per Resolution 9406 adopted by the City Council on December 14, 2014.

The contractor has indicated that the award of this contract will result in three new hires to the present work force, and has committed to hiring three Pasadena residents for this position.

Commercial Roofing Systems, Inc. has previously performed work for the City under on-call roof maintenance and repairs purchase orders for the Water and Power Department in FY 2016 and Public Works in FY 2017.

The contract for this project will be set up as follows:

Base Bid	\$ 97,883
Contingency	<u>\$ 10,000</u>
Contract "Not To Exceed" Amount	\$107,883

It is anticipated that construction will begin in September 2017 and be completed in November 2017.

**COUNCIL POLICY CONSIDERATION:**

This project is consistent with the City Council's goal to improve, maintain and enhance public facilities and infrastructure. It also supports the Public Facilities and Land Use Elements of the General Plan.

**ENVIRONMENTAL ANALYSIS:**

The proposed project is exempt from CEQA pursuant to the State CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section 15301, Existing Facilities, which exempts minor alteration of existing public facilities where no expansion of existing use will take place.


**FISCAL IMPACT:**

The cost of this contract is \$107,883 and the total cost of this action will be \$117,883. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Building Preventative Maintenance FY 2016-2020 CIP project (budget account 71902). It is anticipated that all of the costs will be spent in FY 2018.

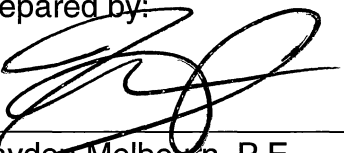
The following table represents a cost summary of the project.

Base Bid	\$ 97,883
Contingency	\$ 10,000
Contract Administration/Inspection	\$ 10,000
<b>Total Fiscal Impact</b>	<b>\$ 117,883</b>

Respectfully submitted,

  
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ARA MALOYAN, P.E.  
Director of Public Works

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