

Agenda Report

July 31, 2023

TO: Honorable Mayor and City Council

THROUGH: Finance Committee

FROM: Department of Public Works

SUBJECT: CONTRACT AWARD TO FS CONTRACTORS, INC. FOR OAK GROVE DISC GOLF COURSE IMPROVEMENTS PROJECT FOR AN AMOUNT NOT-TO-EXCEED \$96,900 AND AMENDMENT TO THE FISCAL YEAR 2024 CAPITAL IMPROVEMENT PROGRAM BUDGET

RECOMMENDATION:

It is recommended that the City Council:

1. Find the contract proposed herein to be categorically exempt under the California Environmental Quality Act (CEQA) pursuant to Title 14, Chapter 3, Article 19, Section 15301, Class 1 – Existing Facilities, and that there are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances;
2. Accept the bid dated June 14, 2023 submitted by FS Contractors, Inc. in response to the plans and specifications for the Oak Grove Disc Golf Course Improvements project, reject all other bids, and authorize the City Manager to enter into a contract for an amount not-to-exceed \$96,900, which includes the base contract amount of \$84,250 and a contingency of \$12,650 to provide for any necessary change orders; and
3. Amend the Fiscal Year (FY) 2024 Capital Improvement Program Budget by appropriating \$20,000 in Residential Impact Fee to the Hahamongna Watershed Park – Disc Golf Improvements (77517) project.

BACKGROUND:

The Oak Grove Disc Golf Course project site is located in the Hahamongna Watershed Park Master Plan area, an approximately 330-acre area within the approximately 1,300-acre Hahamongna Watershed Park (HWP). More specifically, the course is located on the west side of HWP within dedicated parkland and within what is known as the "Oak

Grove” area of the park. The Oak Grove Disc Golf Course was constructed in the early 1970’s and is considered to be the first disc golf course in the world.

This project provides for modifications to the existing course layout in HWP to enhance safe play. The scope of work includes reducing the number of holes from 24 to 18 to minimize impacts to the oak woodland areas (see Attachment A), and providing better circulation throughout the course to create less interference with other recreational users. Approximately nine new tee pads will be constructed or replaced and eleven benches will be installed next to tee areas where there are none.

The scope of the project was developed in collaboration with the Parks, Recreation, and Community Services (PRCS) Department and members of the Oak Grove Disc Golf Course Club. On March 28, 2023, staff presented the concept design to Hahamongna Watershed Park Advisory Committee (HWPAC) and it was unanimously supported.

The Department of Public Works prepared plans and specifications for the subject contract. Bids were requested and received in accordance with Section 4.08.070 of the Pasadena Municipal Code. On May 11, 2023, a Notice Inviting Bids for Oak Grove Disc Golf Course Improvements project was published in the local paper as well as posted on OpenGov Procurement. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 37 vendors downloaded the specifications, of which three were local. Four bids were received by the bid opening date; none from local vendors.

Following advertising, bids were electronically received on June 14, 2023, and are as follows:

<u>Bidder</u>	<u>Amount (\$)</u>
1. FS Contractors, Inc., Sylmar	\$ 84,250
2. NoHo Constructors, Studio City	\$ 139,015
3. Axiom Group, Los Angeles	\$ 168,723
4. CT&T Concrete Paving Inc., Diamond Bar	\$ 200,500
Engineer’s Estimate	\$ 79,000

The lowest responsible and responsive bid received is six percent higher than the Engineer’s Estimate.

It is recommended that FS Contractors, Inc. be awarded the contract for this project as they are the lowest responsive and responsible bidder. The proposed contract with FS Contractors, 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 awarding of this contract will result in no new hires to the present workforce. In accordance with the Local Preference provisions of the contract, the contractor is encouraged to recruit Pasadena residents initially and

to give them preference, if all other factors are equal, for any new positions generated from this contract.

FS Contractors, Inc. has previously performed work for the City on the Citywide Sidewalk and Curb Ramp ADA Improvements project in FY 2021 for a total amount of \$2,304,569. Staff has confirmed the contractor's license and their Department of Industrial Relations status are in good standing. The contractor received favorable reference checks from other agencies.

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

Base Bid	\$ 84,250
Contingency Allowance	<u>\$ 12,650</u>
Contract Not-to-Exceed Amount	\$ 96,900

A contingency of 15 percent is allocated to this contract given possible unforeseen conditions that may be encountered. In consideration of park programming, it is anticipated that construction will begin in Fall 2023 and be completed by January 2024, weather permitting. The proposed dates include the material lead time required for manufacturing and delivery of items.

COUNCIL POLICY CONSIDERATION:

This contract is consistent with the City Council's goal to improve, maintain, and enhance public facilities and infrastructure as well as to provide activities to promote health and fitness among Pasadena residents.

ENVIRONMENTAL ANALYSIS:

The contract award has been determined to be categorically exempt under the CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Section 15301, Class 1, minor alterations of existing public facilities involving negligible or no expansion of use beyond that previously existing at the time of the lead agency's determination. There are no features that distinguish this project from others in the exempt class and, therefore, there are no unusual circumstances.

FISCAL IMPACT:

Staff recommends amending the FY 2024 Capital Improvement Program Budget by appropriating \$20,000 in Residential Impact Fee to the *Hahamongna Watershed Park – Disc Golf Improvements (77517)* CIP project and increasing the total estimated project cost by a like amount. There is a sufficient fund balance in Residential Impact Fee to support the proposed increase.

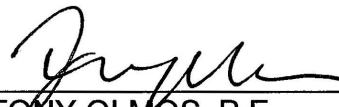
The total cost of this construction contract including contingency is \$96,900 and the total cost of this action is expected not to exceed \$101,900. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Hahamongna Watershed Park – Disc Golf Improvements (77517)* CIP project. It is anticipated all costs will be expended in FY 2024.

There is no impact to the General Fund.

The following table represents a project summary.

Base Bid	\$	84,250
Contingency	\$	12,650
Contract Administration/Inspection	\$	5,000
Total Fiscal Impact	\$	101,900

Respectfully submitted,



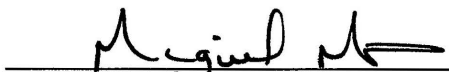
TONY OLMOS, P.E.
Director of Public Works

Prepared by:



Kris Markarian, P.E.
Deputy Director of Public Works/City Engineer

Approved by:



MIGUEL MARQUEZ
City Manager