

Agenda Report

December 15, 2025

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: **AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH RITE-WAY ROOF CORPORATION FOR ROOF REPLACEMENTS AT SANTA CATALINA LIBRARY, HASTINGS BRANCH LIBRARY, LAMANDA PARK BRANCH LIBRARY, AND FIRE STATION 36 FOR AN AMOUNT NOT TO EXCEED \$694,800**

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; and
2. Authorize the City Manager to enter into a contract as a result of the competitive bid process as specified by Section 4.08.045 of the Pasadena Municipal Code, with Rite-Way Roof Corporation for roof replacements at Santa Catalina Library, Hastings Branch Library, Lamanda Park Branch Library, and Fire Station 36 for an amount not to exceed \$694,800 which includes the base contract amount of \$579,000 and a contingency of \$115,800 to provide for any necessary change orders.

BACKGROUND:

As part of the City of Pasadena's ongoing commitment to maintaining its municipal infrastructure, the Department of Public Works has prioritized the replacement of aging roofing systems at several City-owned facilities. This effort is guided by the findings of the 2018 Citywide Facility Condition Assessment, which identified numerous buildings with roofs nearing or exceeding their useful life.

As part of the Adopted FY 2026–2030 Capital Improvement Program (CIP), the City Council approved the creation of the Roof Replacement at City Facilities project. The following locations are included as part of this recommended contract award:

1. Santa Catalina Branch Library – 999 E. Washington Blvd.
2. Hastings Branch Library – 3325 E. Orange Grove Blvd.
3. Lamanda Park Branch Library – 140 S. Altadena Dr.
4. Fire Station 36 – 1140 N. Fair Oaks Ave.

The three libraries were assessed in 2018 and found to have roofing systems in fair to poor condition, with recommendations for immediate or short-term replacement. Fire Station 36 was included due to ongoing roof leak issues that require urgent remediation.

The scope of work under this project includes the removal of existing roofing materials, repair of substructures as needed, installation of new roofing systems, and compliance with applicable building codes and environmental standards.

In addition to the roof replacement work, each facility is being evaluated for future solar panel installation as part of the City's broader sustainability and energy efficiency goals. Roof designs and materials are being selected with consideration for structural compatibility with photovoltaic systems, and conduit pathways are being planned to accommodate future solar infrastructure where feasible.

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 October 14, 2025, a Notice Inviting Bids for the Citywide Roof Replacement project was published in 22 trade journals, 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 45 vendors downloaded the specifications, none were local. A total of seven bids were received by the bid opening date. Two bidders submitted incomplete proposal packages and were deemed non-responsive.

Following advertising, the bids were electronically received on November 13, 2025, and are as follows:

<u>Bidder</u>	<u>Amount (\$)</u>
1. Rite-Way Roof Corporation, Fontana	\$ 579,000
2. Ranger Roofing and Solar, Los Angeles	\$ 592,300
3. Best Contracting Services, Inc., Gardena	\$ 596,230
4. C.I. Services, Inc., Mission Viejo	\$ 790,500
5. AME Builders Inc dba AME Roofing, Upland	\$ 814,700
6. Rainy Day Roofing, Inc., Rancho Cucamonga	Non-Responsive
7. Chapman Coast Roof Co., Inc., Fullerton	Non-Responsive
Engineer's Estimate	\$ 600,000

The lowest and best bid received is approximately 3.5 percent lower than the Engineer's Estimate.

It is recommended that Rite-Way Roof Corporation be awarded the contract for this project as they are the lowest and best bidder. The proposed contract with Rite-Way Roof Corporation 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 work force. In accordance with 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.

Rite-Way Roof Corporation has not previously performed work for the City. Staff has confirmed the contractor's license, and their Department of Industrial Relations status is in good standing. The contractor received favorable reference checks from other agencies.

The contract will be set up as follows:

Base Bid	\$ 579,000
<u>Contingency</u>	<u>\$ 115,800</u>
Contract Not-to-Exceed Amount	\$ 694,800

A contingency of 20 percent is allocated to this contract given the elevated risk of unforeseen conditions in roofing projects that may be encountered in performance of the contracted work. It is anticipated that construction will begin in February 2026 and the work will be completed by April 2026, weather permitting.

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 Element of the General Plan by maintaining public facilities to enhance the quality of life of the community.

ENVIRONMENTAL ANALYSIS:

The contract award has been determined to be categorically exempt under the California Environmental Quality Act (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:

The total cost of this contract including contingency is \$694,800 and the total cost of this action is not expected to exceed \$754,800. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the *Roof Replacement at City Facilities* (71934) CIP budget. It is anticipated all costs will be expended in FY 2026. There is no impact to the General Fund.

The following table represents a contract summary.

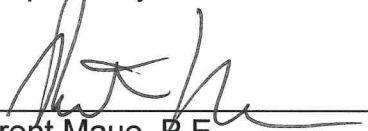
Base Bid	\$	579,000
Contingency	\$	115,800
Contract Administration/Inspection	\$	60,000
Total Fiscal Impact	\$	754,800

Respectfully submitted,



GREG DE VINCK, P.E.
Director of Public Works

Prepared by:



Brent Maue, P.E.
City Engineer

Approved by:



MIGUEL MARQUEZ
City Manager