



**Department:** Public Works  
**Cost Center:** 5002  
**For Agenda of:** 11/12/2024  
**Placement:** Consent  
**Estimated Time:** N/A

**FROM:** Matt Horn, Public Works Director  
**Prepared By:** Sandra Golonka, Capital Projects Manager III

**SUBJECT:** AUTHORIZATION TO ADVERTISE JACK HOUSE ROOF, WIDOWS WALK REPAIR, AND ARBOR REPLACEMENT PROJECT, SPECIFICATION NO. 2000075-13.01

## RECOMMENDATION

1. Approve the project plans and special provisions for the Jack House Roof, Widows Walk Repair, and Arbor Replacement Project, Specification 2000075-13.01; and
2. Authorize staff to advertise for bids; and
3. Authorize the City Manager to award the construction contract pursuant to Section 3.24.190 of the Municipal Code, including the Base Bid and Additive Alternate, if the lowest responsible bid is within the Publicly Disclosed Funding Limit of \$397,000; and
4. Authorize the City Engineer to approve Contract Change Orders up to the available project budget; and
5. Authorize a transfer of \$130,000 in funding from CIP Completed Projects, LRM Capital Outlay Fund, to the Jack House Roof, Widows Walk Railing, and Arbor Repair project account (2000075-13.01) to support completion of the project; and
6. Authorize a transfer of \$177,160 from the Jack House Arbor Fund (2001010-03.02) to Jack House Roof, Widows Walk Repair, and Arbor Replacement, (Account 2000075-13.01).

## POLICY CONTEXT

The recommended action for the advertisement is supported by the City Council's adopted Capital Improvement Plan for the 2021-23 and 2023-2025 Financial Plans. The Jack House was identified as part of the Annual Asset Maintenance Plan for Parks Maintenance to continue to provide users with a safe and quality experience.

On May 17, 2022, Council approved a Purchasing Policy Update to the Financial Management Manual that required Council approval for Public Projects that cost over \$200,000.

## DISCUSSION

**Background**

The Jack House, built in the 1880s by a prominent local businessman, holds significant historical value for the City of San Luis Obispo. This structure has undergone numerous renovations over the years and was donated to the City by the Jack Family in 1992 to ensure its ongoing preservation. The City has committed to maintaining the property as an event space, museum, and historical site, protecting and preserving this integral part of our City’s history for future generations.

Recent challenges have highlighted the urgent need for further restoration and protection of the Jack House. A severe storm in 2021 caused large leaks in the roof that caused damage throughout the structure, and the arbor was damaged, necessitating its removal in March 2023. The disassembled arbor is currently being stored at the Corp Yard. While emergency roofing repairs were completed in September 2022, the roof and exterior wooden railings continue to deteriorate due to weather exposure, posing a risk to the structural integrity of the house.

**Project**

The project plans (Attachment A) and specifications (Attachment B) improvements include removing and replacing the existing roof, repairing and replacing portions of the Widows Walk railing, and upper porch railing, repointing the chimney<sup>1</sup>, masonry repair, and gutter repairs. The project also includes reconstructing the arbor, and a template will be created using existing pieces to recreate the original structure.

The project is structured with a Base Bid (Jack House Roof and Widows Walk Railing Repair) and Additive Alternate (Jack House Arbor Replacement) in order to maximize what the City can construct within the available funding identified. The strategy is to award the contract with the Base Bid and Additive Alternate as funding will allow, up to the Publicly Disclosed amount of \$397,000 in compliance with Public Contract Code Section 20103.8(c). If the Base Bid is within the Publicly Disclosed amount, but the Alternate is not, staff would proceed with award of the Base contract (Jack House Roof and Widows Walk Railing Repair) within the identified budget and return to Council later with a separate project for the Arbor replacement, likely with funding identified in the 2025-27 Financial Plan. This strategy allows the available funding to be prioritized towards the most crucial components of the project, which is the repair of the Jack House structure.

**FISCAL IMPACT**

The table below shows the funding received to date.

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<sup>1</sup> The process of repointing involves grinding out the mortar joints between the brick and then filling back in with new mortar. The excess mortar is removed for a smooth finish.

<b>Prior Funding for Jack House Roof Repair, Widows Walk, and Arbor Replacement</b>				
	<b>21/22</b>	<b>22/23</b>	<b>23/24</b>	<b>Total</b>
Jack House (2000075.13.01)	\$ 100,000.00		\$ 250,000.00	\$ 350,000.00
Jack House Arbor (2001010.03.02)		\$ 7,500.00	\$ 175,000.00	\$ 182,500.00

The Jack House Roof and Widows Walk Railing Repair Project was initially identified in the [2021-23 Financial Plan](#) and the project was allocated \$100,000 for design costs. An additional \$250,000 was allocated for the Jack House Roof and Widows Walk Railing Repair and \$175,000 for the Jack House Arbor as part of the [2023-25 Financial Plan](#). The project accounts 2000075-13.01 and 2001010-03.02 have a cumulative balance of \$369,554 to use towards construction.

An additional \$130,000 from the CIP Completed Projects, Capital Outlay LRM, account will support the budget request to complete the project. This funding is necessary to supplement the additional estimated cost of construction as well as establish sufficient construction contingencies due to the risks and unknowns of working with a historic structure that has not seen significant repairs for some time.

The table below outlines all estimated project costs to complete the work within the available budget, assuming bids come in under the Publicly Disclosed Funding Limit of \$397,000.

	<b>Jack House Roof, Widows Walk Repair, and Arbor Replacement</b>	<b>Jack House Arbor Replacement</b>	
	<b>(2000075-13.01)</b>	<b>(2001010-03-02)</b>	<b>Total</b>
Base Bid Construction Estimate	\$282,000		\$282,000
Additive Alternate A		\$115,000	\$115,000
<b>Total Construction Estimate / Publicly Disclosed Funding Limit</b>	<b>\$282,000</b>	<b>\$115,000</b>	<b>\$397,000</b>
Contingencies (25%)	\$70,500	\$28,750	\$99,250
Special Inspection	\$2,500	\$0	\$2,500
Printing & Advertising	\$500	\$0	\$500
<b>Total Project Estimate (Including Additive Alternate)</b>	<b>\$355,500</b>	<b>\$143,750</b>	<b>\$499,250</b>
Current Project Account Balance	\$192,394	\$177,160	\$369,554
Requested Funding	\$130,000	\$0	\$130,000
<b>Total Funding</b>	<b>\$322,394</b>	<b>\$177,160</b>	<b>\$499,554</b>

Budgeted: Yes  
 Funding Identified: Yes

Budget Year: 2024-25

**Fiscal Analysis:**

<b>Funding Sources</b>	<b>Total Budget Available</b>	<b>Current Funding Request</b>	<b>Remaining Balance</b>	<b>Annual Ongoing Cost</b>
General Fund	\$369,554	\$369,554	\$304	
State				
Federal				
Fees				
CIP Completed Projects:	\$150,185	\$130,000	\$20,185	
<b>Total</b>	<b>\$519,739</b>	<b>\$499,554</b>	<b>\$20,489</b>	<b>N/A</b>

Staff recommends appropriating \$130,000 from the CIP Completed Projects, Capital Outlay LRM fund balance. This additional funding will cover anticipated cost attributed to rising construction prices since the project’s initial budget, as well as specialized skills and care required for restoring the historical features.

**ALTERNATIVES**

1. **Deny authorization to advertise.** The City Council may choose not to authorize project advertisement. Staff does not recommend this alternative as the Jack House is a registered historical site and needs repair to preserve its historical significance.
2. **Authorization advertisement of the project, but direct staff to remove Additive Alternative “A” from the project plans and special provisions and defer the arbor as a future project.** The City Council may choose to authorize project advertisement without additive alternative “A” and direct staff to modify special provisions and plans to remove the arbor before advertising the project. The additional funding transfer recommendations in the above Fiscal Impact section would be unchanged, as this funding may still be necessary to support the base project. Staff does not recommend this alternative as construction cost trends have consistently increased and this project presents an opportunity to replace the arbor at the same time as the other Jack House improvements, reducing public impacts and further costs of delaying replacement of the arbor.

**ATTACHMENTS**

- A - Project Plans (Spec No. 2000075-13.01)
- B - Project Specifications (Spec No. 2000075-13.01)