



Council Agenda Report

Item 5g

Department: Public Works
Cost Center: 5005
For Agenda of: 7/6/2021
Placement: Consent
Estimated Time: N/A

FROM: Matt Horn, Public Works Director
Prepared By: Richard Burde, Engineer III

SUBJECT: AUTHORIZATION TO ADVERTISE FIRE STATION #1 ROOF REPLACEMENT, SPECIFICATION NO. 1000172

RECOMMENDATION

1. Approve the project plans and specifications for Fire Station #1 Administration Building Roof Replacement, Specification No. 1000172; and
2. Authorize staff to advertise for bids; and
3. Authorize a transfer of \$51,973 from the FY17/19 Facilities Annual Asset Maintenance Account (#91250); and
4. Authorize the City Manager to appropriate up to \$200,000 in Capital Reserve Funds to support completion of the entire roof replacement work; and,
5. Authorize the Finance Director to return unspent Capital Reserve funding to the Capital Reserve fund balance after project completion; and,
6. Authorize the City Manager to award the construction contract if the lowest responsible bid is within the publicly disclosed funding amount of \$430,000.

DISCUSSION

Background

This project includes replacing the deteriorating roof on the Fire Station #1 Administrative and Maintenance Buildings. Constructed in 1996, Fire Station #1 is the main campus for the Fire Department's four stations in the City and the main building houses the Fire Department Administrative personnel and the shift firefighters. The roofing system has not undergone any extensive maintenance or replacements projects since the facility was constructed 25 years ago. Over its service life, the Public Works Facilities Maintenance division has provided localized roof maintenance and repairs, but due to the age of the facility minor maintenance is no longer effective and the roof needs a full replacement. The FY21/23 Financial Plan appropriated funding for replacement of the roof waterproof decking system.

Fire Station #1 is currently undergoing replacement of the facility's HVAC units (Fire Station #1 HVAC Replacement Project 91647) as part of ongoing work funded through the FY 19/21 Financial Plan. During late May and early June, the HVAC contractor began removal of existing HVAC supports and discovered significant water damage to the roof's wooden structural members and plywood decking surrounding the HVAC units (see photos #1 and #2 below).

City Staff directed the contractor to remove and replace degraded roofing within the available budget of the HVAC project and have determined that additional deterioration exists throughout the roof. Additional roofing repairs are outside of the scope of the HVAC equipment replacement contract.

With the recent discovery of structural defects in the roof, Staff anticipates additional roof decking and structural support members will need to be replaced with the Roof Replacement project at a cost that was not anticipated during the project's FY21/22 budget appropriation.

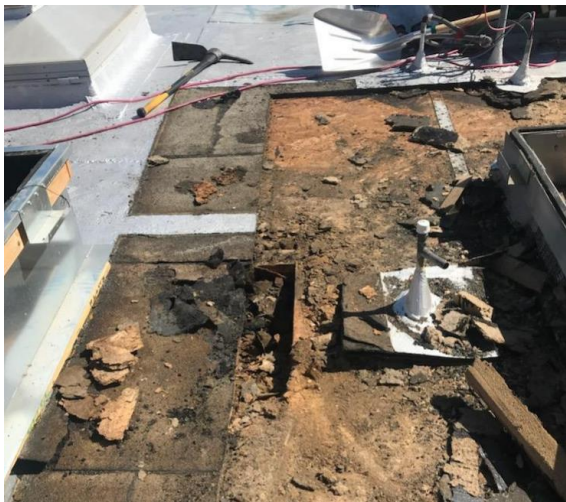


Photo #1 – Damaged Roof Decking



Photo #2 – Rotted Structural Members

Previous Council or Advisory Body Action

On June 1, 2021, Council adopted the FY21/23 Financial Plan and the Fund Balance and Reserve Policy.

Policy Context

The recommended action is supported by the Council adopted Capital Improvement Plan as well as the Fund Balance and Reserve Policy.

By Policy, the Capital Reserve Fund Balance can be used for the purposes of offsetting unanticipated cost increases and unforeseen conditions.

Reserves will be replenished to the extent annual revenues exceed expenditures as reported in the City's annual audited financial statements.

Public Engagement

This capital project was included in the Financial Plan adopted budget meeting on June 1, 2021 at which time the public was provided an opportunity to review and comment upon all capital projects.

CONCURRENCE

A building permit application was submitted to the Community Development Department's Building Division in June 2021. Building permits will be obtained prior to the start of construction and will be issued to the Contractor following the award of a construction contract. All comments and conditions associated with the building and safety review of the project will be incorporated into the design of the project. Public Works Facilities Maintenance Division and the Fire Department concur with the recommendations of this report.

ENVIRONMENTAL REVIEW

The Community Development Department has issued a Notice of Exemption pursuant to Section 15301 Class 1 (Existing Facilities) of the California Environmental Quality Act Guidelines.

FISCAL IMPACT

The newly adopted 2021-23 Financial Plan – page 399 identifies a total of \$270,000 to support this project in the Major Facilities Maintenance account. The transfer of \$270,000 along with a transfer of \$51,973.42 from the Facilities Maintenance – Annual Asset Maintenance Account (#91250) into the project account (#1000172) is requested to support the project.

An additional request of \$200,000 from the Capital Reserve Funds balance is being made to fund the anticipated structural repair work associated with the unexpected water damage to the roof's structural members, damage which was uncovered during the HVAC Replacement project.

A Budget Amendment Request will be processed to fund this work when the contract is awarded, and the bid costs are known.

Budgeted: Yes

Budget Year: 2021-22

Funding Identified: Yes

Fiscal Analysis:

Funding Sources	Total Budget Available	Current Funding Request	Remaining Balance	Annual Ongoing Cost
General Fund	\$521,973	\$521,973	\$0	\$
State				
Federal				
Fees				
Other:				
Total	\$521,973	\$521,973	\$0	\$

ESTIMATED PROJECT COST BY FUNDING SOURCES

Fire Station #1 Roof Replacement, Specification No. 1000172				
	Major Facilities Maintenance Account (1000075)	Facilities Annual Asset Maintenance Account (91250)	Capital Reserve	Project Total Costs
	LRM Fund	LRM Fund	Capital Outlay Fund	
Construction Estimate	\$270,000	\$51,973	\$78,027	\$400,000
Contingencies (20%)	\$0	\$0	\$80,000	\$80,000
Total Construction Estimate	\$270,000	\$51,973	\$158,027	\$480,000
Materials Testing:	\$0		\$1,500	\$1,500
Printing & Advertising:	\$0		\$500	\$500
Total Project Estimate	\$270,000	\$51,973	\$160,027	\$482,000
Current Balance:	\$0	\$51,973	\$0	\$51,973
Financial Plan Funding Available After 7/1/2021	\$270,000	\$51,973	\$3,426,208	\$3,748,181
Total Funding Request After 7/1/2021	\$270,000	\$51,973	\$200,000	\$521,973
Funds Remaining	\$0	\$0	\$3,226,208	\$3,226,208

ALTERNATIVES

1. **Deny approval to advertise the project.** The City Council could choose to postpone the project. Staff does not recommend this alternative. Further delay of replacing the roof and compromised structural members could result in further damage to the building and more expensive repairs. There are also safety concerns with the roof's ability to support equipment and maintenance services if it is allowed to further decay.
2. **Direct staff to bid the project without capital reserve funding.** City Council could choose to bid the project only with the funding available in the FY 21/23 Financial Plan and carryover funds. This would require staff to separate the project out to identify priority areas and delay advertising the project. This is not recommended due to risk of further damage to the building from upcoming rainy season. This would also result in additional cost due to deferment of work.

ATTACHMENTS

- A – Project Plans
- B – Special Provisions