



## City Council Staff Report

**From: City Manager**

**Report Type: CONSENT CALENDAR**

**Lead Department: Community Services**

**Meeting Date: April 21, 2025**

Report #:2503-4378

### **TITLE**

Approval of Contract Amendment Number 2 to Contract Number C24190163 with Musson Theatrical to extend the contract time through March 2, 2026, with No Change in the Total Not-to Exceed Amount for \$101,927 for the Refurbishing of the Stage Rigging System at Lucie Stern Community Theatre; CEQA status - categorically exempt.

### **RECOMMENDATION**

Staff recommends that City Council approve and authorize the City Manager or their designee to execute Amendment No.2 to Contract No. C24190163 (Attachment A) with Musson Theatrical for a contract extension of one (1) year through March 2, 2026, to refurbish the stage rigging system at Lucie Stern Community Theatre. This amendment does not revise the total not-to-exceed amount of \$101,927.

### **BACKGROUND**

The Lucie Stern Community Theatre is a historical building built in 1932 and has been renovated and expanded over the years. The original rigging system for the theater stage was initially installed in 1981 and includes a fire curtain and 24 counterweight sets in the fly house. All counterweight sets are installed on a T-bar guide wall with an upright head and loft block configuration. During a professional inspection in 2019, it was recommended to refurbish line sets one through ten based on wear and tear of the components of those systems. The contractor will refurbish line sets one through ten of the Lucie Stern's counterweight fly system and return the system to proper operation condition following the work. The project window for completion is now slated for early May 2025. However, in the event of unexpected delays, staff recommend extending this amendment to cover the work until March 2, 2026.

On February 12, 2024, a request for proposals (RFP) was posted on OpenGov through the City's eProcurement platform and 2,945 service providers were notified. The solicitation period closed on March 6, 2024, and a total of 13 service providers downloaded the RFP package. The Community Services Department received one response from Musson Theatrical. Staff reviewed Musson Theatrical's proposal and determined it responsive. Staff verified Musson

Theatrical's status with the Contractor's State License Board. Staff also have been satisfied with Musson Theatrical on various projects for the Lucie Stern Community Theatre, Children's Theatre, and Cubberley Community Theatre.

## **ANALYSIS**

The original contract was approved by City Council on June 3, 2024<sup>1</sup>. Due to an unexpected delay in the delivery of parts, the project was not able to be completed by the end of the contract term, August 2, 2024. An Amendment No.1 (Attachment B) was executed to extend the work completion date to March 2, 2025, as parts were expected to arrive during this new window and work be completed. Further delays were experienced, and the parts were finally received by the selected vendor, Musson Theatrical, at the end of January 2025. Work is now scheduled to be completed in early May 2025 and therefore an extension is required as Amendment No. 1 expired on March 2, 2025.

## **FISCAL/RESOURCE IMPACT**

Funding for this contract is available in the Fiscal Year 2025 Adopted Capital Budget in the Lucie Stern Community Theatre Stage Rigging System Refurbishment capital project (AC-24000).

## **STAKEHOLDER ENGAGEMENT**

This project is part of the Community Service's Capital Improvement Program funded by Palo Alto. The open meetings on the budget process serve as the main vehicle for engaging the community on projects such as this. Community outreach was not deemed necessary.

## **ENVIRONMENTAL REVIEW**

This amendment is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to section 15301 (installation of small new equipment) of the CEQA guidelines.

## **ATTACHMENTS**

Attachment A: Amendment No.2 Musson Theatrical Contract C24190163

Attachment B: Amendment No.1 Musson Theatrical Contract C24190163

## **APPROVED BY:**

Kristen O'Kane, Community Services Director

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<sup>1</sup> [City Council, June 3, 2024; Agenda Item #7, SR #2403-2793, https://portal.laserfiche.com/Portal/DocView.aspx?id=73990&repo=r-704298fc&searchid=c07cdbe7-1864-4230-adc2-61f13e8d662f](https://portal.laserfiche.com/Portal/DocView.aspx?id=73990&repo=r-704298fc&searchid=c07cdbe7-1864-4230-adc2-61f13e8d662f)