



City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: Public Works

Meeting Date: September 9, 2024

Report #:2406-3191

TITLE

Approval of Construction Contract No. C25191636 with Central Pacific Engineering, LLC in the Amount of \$499,530 and Authorization for the City Manager or Their Designee to Negotiate and Execute Change Orders for Related Additional but Unforeseen Work that may Develop During the Project Up to a Not-to-Exceed Amount of \$49,953 for Site Work for the Cubberley Field Restroom (CB-17002) and Cubberley Repairs (CB-17001) Projects; CEQA status – Exempt Under CEQA Guidelines Section 15303

RECOMMENDATION

Staff recommends that Council:

1. Approve and authorize the City Manager or their designee to execute Construction Contract No. C25191636 with Central Pacific Engineering, LLC in an amount not-to-exceed \$499,530 for the Cubberley Field Restroom (CB-17002) and Cubberley Repairs (CB-17001) projects; and
2. Authorize the City Manager or their designee to negotiate and execute change orders to the contract with Central Pacific Engineering for related, additional but unforeseen work that may arise, the total value of which shall not exceed \$49,953.

BACKGROUND

The Cubberley Community Center (Cubberley) field is the City's largest field complex and includes soccer and softball fields, tennis courts, and a running track. There are currently only two portable restrooms available onsite. A permanent restroom is a much-needed facility to accommodate the heavy field usage. The City currently owns eight acres, and the Palo Alto Unified School District (PAUSD) owns 27 acres at Cubberley. The proposed restroom will be located on the property owned by the PAUSD between the sports fields and the running track. The restroom location has been coordinated with the PAUSD. The restroom location was determined based on its proximity to the fields and community input, and it will primarily serve the City's sports fields users.

The Cubberley Field Restroom project (CB-17002) began in 2018 and was postponed due to staffing constraints. The project originally included a two-stall restroom building. Based on the input received from the community, a four-stall restroom in the proposed location was preferred to accommodate the heavy usage of the fields. This project requires a lift station to pump sanitary sewage from the restroom to the City’s sewer on Nelson Drive.

On June 19, 2023, Council approved a Purchase Order¹ for the purchase of a modular restroom building at the Cubberley Community Center Fields. The building has been fabricated by the restroom vendor, Public Restroom Company, and is ready for delivery. The site work for the restroom that will be performed under this construction contract includes site preparation, demolition, utilities, pump installation, new lighting, concrete paving, asphalt paving, coordinating with the restroom vendor for delivery and installation of the new modular building, and final utility connections.

The existing asphalt pathway adjacent to the new restroom is in poor condition and will be replaced as part of the project. This portion of work will use funds from the Cubberley Repairs project (CB-17001).

ANALYSIS

Procurement Process

On June 6, 2024, an invitation for bids (IFB) for site work for the Cubberley Field Restroom Project was posted to the City’s OpenGov online procurement system. The bidding period was 22 calendar days. The City received five responsive bids from qualified contractors on June 28, 2024, as listed on the attached bid summary (Attachment A).

Base bids ranged from \$499,530 to \$756,790 and from 12% below to 33% above the engineer’s estimate of \$567,165. The project does not include any bid alternates.

| Table 1: Summary of invitation for Bids | |
|--|---|
| Project Bid Name/Number | Cubberley Field Restroom Site Work CB-17002/IFB# 191636 |
| Proposed Length of Project | 90 calendar days |
| Number of Bid Packages Downloaded by Contractors | 27 |
| Number of Bid Packages Downloaded by Builder’s Exchanges | 2 |
| Total Days to Respond to Bid | 22 calendar days |
| Pre-Bid Meeting | Yes (non-mandatory) |

¹ City Council, June 19, 2023; Agenda Item #3, SR# 2304-1330, <https://portal.laserfiche.com/Portal/DocView.aspx?id=66165&repo=r-704298fc&searchid=49149266-0015-4bd8-87e4-8aef4fbcef1b>

| Table 1: Summary of invitation for Bids | |
|---|---|
| Number of Bids Received | 5 |
| Base Bid Price Range | \$499,530 - \$756,790 |
| Base Bid Engineers Estimate | \$567,165 |
| Public Link to Solicitation | https://procurement.opengov.com/portal/palo-alto-ca/projects/99071 |

Staff has reviewed all bids and recommends that the Base Bid of \$499,530 submitted by Central Pacific Engineering be accepted and that Central Pacific Engineering, LLC be declared the lowest responsible bidder. Staff recommends approval of Construction Contract No. C25191636² with Central Pacific Engineering, LLC. The construction contingency amount of \$49,953, which equals 10% of the contract value, is requested for related, additional, but unforeseen work which may arise during the project, implemented via City-approved change orders.

Staff checked references provided by Central Pacific Engineering for other similar projects completed by the bidder and received satisfactory feedback about their work performance. Staff also checked with the Contractor's State License Board and confirmed that the contractor has an active license on file.

FISCAL/RESOURCE IMPACT

Funding for this contract is available in the Fiscal Year 2025 Adopted Capital Improvement Program Fund Cubberley Repairs (CB-17001) and Cubberley Field Restroom (CB-17002) projects.

| Table 2: Funding Allocation | | | |
|-----------------------------|------------------|-----------------|------------------|
| Funding Source | Contract | Contingency | Total Funding |
| CB-17002 | \$454,080 | \$45,408 | \$499,488 |
| CB-17001 | \$45,450 | \$4,545 | \$49,995 |
| Total | \$499,530 | \$49,953 | \$549,483 |

STAKEHOLDER ENGAGEMENT

On August 17, 2022, staff held a community meeting to review the proposed restroom location and building style. Due to limited attendance, staff conducted an online survey to obtain community input. The survey results can be viewed on the City's Park Restrooms webpage.³

² Central Pacific Engineering Construction Contract for the Cubberley Field Restroom Site Work Project C25191636; https://www.cityofpaloalto.org/files/assets/public/v/1/public-works/engineering-services/cip-contracts/c25191636-central-pacific-engineering_cc_staff-report_09.09.2024.pdf

³ Park Restrooms Webpage; www.cityofpaloalto.org/parkrestrooms

Staff presented the community survey results, restroom location options, and a 4-stall restroom option to the Parks and Recreation Commission (PRC) on January 24, 2023.⁴ The PRC and the community supported the 4-stall restroom in the proposed location. In May 2023, a minor Architectural Review Board approval was provided for the restroom. In May 2024, a building permit was issued for the restroom. Additionally, staff has coordinated with the City's Safe Routes to School team and PAUSD staff regarding project timeline, required detours, and construction staging.

ENVIRONMENTAL REVIEW

The installation of a modular restroom building is categorically exempt from the California Environmental Quality Act (CEQA) under Section 15303 (New Construction of Small Structures) of the CEQA guidelines.

ATTACHMENTS

Attachment A: Bid Summary

APPROVED BY:

Brad Eggleston, Director Public Works/City Engineer

⁴ Parks and Recreation Commission, January 24, 2023;
<https://www.cityofpaloalto.org/files/assets/public/v/1/agendas-minutes-reports/agendas-minutes/parks-and-recreation-commission/agendas-minutes/2023-agendas-and-minutes/1-jan/staff-report-w-attachments-cubberley-field-restroom.pdf>