



City Council Staff Report

From: City Manager

Report Type: CONSENT CALENDAR

Lead Department: Public Works

Meeting Date: August 14, 2023

Report #:2306-1707

TITLE

Approval of Contract with Enterprise Roofing Service, Inc. for the Lucie Stern Community Center Roof Underlayment Replacement Project; CEQA status - exempt under CEQA Guideline Sections 15301 and 15302

RECOMMENDATION

Staff recommends that Council:

1. Approve and authorize the City Manager or their designee to execute construction contract C24187808 with Enterprise Roofing Service, Inc. in the amount of \$386,986 for the Lucie Stern Community Center Roof Underlayment Replacement Project, Capital Improvement Program Roofing Replacement Project PF-00006; and
2. Authorize the City Manager or their designee to negotiate and execute one or more change orders to the contract with Enterprise Roofing Service, Inc. for related, additional but unforeseen work which may develop during the contract period, the total value of which shall not exceed \$38,698.

BACKGROUND

The existing Lucie Stern Community Center roof has been in service since the construction of the building in 1934. The Spanish clay tile is still in good condition, but the underlayment has reached the end of its life and has been patched several times in various locations. To avoid the potential for larger leaks and structural damage to the building, staff has determined that the roof needs a complete underlayment replacement. Under the recommended contract¹,

¹Enterprise Roofing Service Inc., C24187808, Lucie Stern Community Center Roof Underlayment Contract; <https://www.cityofpaloalto.org/files/assets/public/public-works/public-services/contracts/c24187808-lscc-roof-underlayment-contract.pdf>

Enterprise Roofing Service Inc., will be responsible for replacing the roof underlayment at Lucie Stern Community Center.

ANALYSIS

Scope Overview

Staff recommends approval of Contract No. C24187808 to replace the roof underlayment at Lucie Stern Community Center. This project will remove the existing Spanish clay tile roofing, which will be reinstalled. The old gutters will be removed. The copper gutters will be saved for reuse. The old underlayment will be removed and disposed of. Dry rot repairs will be made to the roof surface and fascia boards. New underlayment system will be installed. Rain gutter system will be reinstalled. The old Spanish clay tiles will be reinstalled along with some new tiles due to existing broken tiles and some expected breakage during removal. All fascia boards and any new exposed eave boards will be repainted.

Bid Process

On May 24, 2023, a notice inviting formal bids for the Lucie Stern Community Center Roof Underlayment Replacement Project was posted on the OPENGOV Procurement website. The bidding period was 30 days. Bids were received from four qualified contractors on June 22, 2023, as listed on the attached Bid Summary (Attachment A).

Summary of Bid Process

Bid Name/Number	Lucie Stern Community Center Roof Underlayment Replacement Project IFB #187808
Proposed Length of Contract	45 days
Total Days to Respond to Bid	30
Number of Bids Received	4
Bid Price Range	\$386,986 to \$656,850

Staff has reviewed the submitted bids and recommends that the bid of \$386,986 submitted by Enterprise Roofing Service, Inc. be accepted and that Enterprise Roofing Service, Inc. be declared the lowest responsible bidder. The award of contract includes the base bid. The change order amount of \$38,698 (which equals 10 percent of the total contract) is requested for related, additional but unforeseen work which may develop during the contract term. Staff confirmed with the Contractor's State License Board that the contractor has an active license on file. Staff also confirmed with the California Department of Industrial Relations (DIR) that the contractor has an active DIR registration.

FISCAL/RESOURCE IMPACT

Funding for the Lucie Stern Community Center Roof Underlayment Replacement Project contract has been appropriated in the Fiscal Year 2024 Capital Improvement Fund Roofing Replacement Project (PF-00006).

STAKEHOLDER ENGAGEMENT

The Lucie Stern Community Center Roof Underlayment Replacement Project was coordinated with the Community Services staff working at the Community Center. Notices will be placed at the Community Center announcing this upcoming project.

ENVIRONMENTAL REVIEW

This contract is categorically exempt from the California Environmental Quality Act (CEQA) under Sections 15301 and 15302 of the CEQA guidelines as an alteration to an existing facility and no further environmental review is necessary.

ATTACHMENTS

Attachment A: Bid Summary for Lucie Stern Community Center Roof Underlayment Replacement Project

APPROVED BY:

Brad Eggleston, Director Public Works/City Engineer