

RESOLUTION NO. 2017-102

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
AWARDING THE 209 CYPRESS AVENUE ANNEX BUILDING ROOF
REPAIR PROJECT CONTRACT TO ANDY'S ROOFING COMPANY, INC.
OF SAN LEANDRO, CALIFORNIA, APPROVING THE EMERGENCY
ALLOCATION OF \$37,260.56 FROM GENERAL FUNDS TO FINANCE THE
209 CYPRESS AVENUE ANNEX BUILDING ROOF REPAIR PROJECT,
AUTHORIZING THE FINANCE DIRECTOR TO MAKE NECESSARY
ACCOUNTING AND BUDGETARY ENTRIES AND AUTHORIZING CITY
MANAGER TO EXECUTE CONTRACT DOCUMENTS AND ALL CHANGE
ORDERS ON BEHALF OF CITY SUBJECT TO FINAL REVIEW AND
APPROVAL BY THE CITY ATTORNEY

WHEREAS, at the regular meeting of January 10, 2006, the City Council adopted Resolution 2006-11, authorizing funding for the purchase of the real property at 209 Cypress Avenue, now known as the Annex Building. The Community Development Department and the Public Works Department has been operating out of the Annex Building since 2003, and;

WHEREAS, during the heavy winter storms in January and February of 2017, high winds separated the aging metal roof paneling from the roof sheathing of the Annex Building causing approximately 4,400 square feet of damaged roof area. The scope of the repairs is beyond the current in-house capabilities of the Public Works maintenance staff, and;

WHEREAS, the City submitted claim to the City's insurance company and to the Federal Emergency Management Agency (FEMA) for the repair of the entire south section of the Annex Building's roofing including all roof panels on the south side to provide uniformity, and;

WHEREAS, on October 13, 2017, City staff advertised the emergency repair project. On November 14, 2017, sealed bids were received, opened and publicly read for the 209 Cypress Avenue Annex Building Roof Repair Project, and;

WHEREAS, the lowest bid total is \$40,069.00 from Andy's Roofing Company of San Leandro, California. This bid was received and found to be responsive, and staff has not identified issues concerning Andy's Roofing Company's responsibility to perform the work of the contract, and;

WHEREAS, the cost estimate for City staff construction inspection, administration, contingency and project closeout is \$12,000.00. Investigation, design and administrative costs have accumulated to approximately \$3,000. Therefore, the total project costs amount to \$55,069.00, and;

WHEREAS, the approved City Capital Improvement Program (CIP) budget for Fiscal Year 2017/18 included a \$25,000 budget for this project through insurance claims and FEMA claims. The City has received insurance funds amounting to \$17,808.44. The City has also received approval and is in the process of receiving FEMA reimbursement claims of \$5,000 for the roof damage with another \$65,314.25 for other storm related damages to the City. While the initial claims were based upon estimates, staff is following up with the insurance company and FEMA for adjustments to the repair claims based upon the bid received and actual project costs. Funds received will be deposited into the General Fund, and;

WHEREAS, should the City Council approve this request, the City Finance Director will make all necessary accounting and budgetary entries to facilitate the remaining \$37,260.56 project budget interfund transfer from the General Fund balance to CIP Account No. 462.APF1812 – 209 Cypress Avenue Annex Building Roof Repair Project.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Marina does hereby:

1. Award the 209 Cypress Avenue Annex Building Roof Repair Project to Andy's Roofing Company, Inc. of San Leandro, California, and;
2. Approving the emergency allocation of \$37,260.56 from General Funds to finance the 209 Cypress Avenue Annex Building Roof Repair Project, and;
3. Authorizing Finance Director to make necessary accounting and budgetary entries, and;
4. Authorizing City Manager to execute contract documents and all change orders on behalf of City subject to final review and approval by the City Attorney.

PASSED AND ADOPTED, at a regular meeting of the City Council of the City of Marina, duly held on the 21st day of November 2017 by the following vote:

AYES: COUNCIL MEMBERS: Amadeo, Morton, O'Connell, Brown, Delgado

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

David W. Brown, Mayor Pro-Tem

ATTEST:

Anita Sharp, Deputy City Clerk

November 15, 2017

Item No. **8d(1)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of November 17, 2017

**CITY COUNCIL CONSIDER ADOPTING RESOLUTION NO. 2017-,
AWARDING THE 209 CYPRESS AVENUE ANNEX BUILDING ROOF
REPAIR PROJECT CONTRACT TO ANDY'S ROOFING COMPANY,
INC. OF SAN LEANDRO, CALIFORNIA, APPROVING THE
EMERGENCY ALLOCATION OF \$37,260.56 FROM GENERAL FUNDS
TO FINANCE THE 209 CYPRESS AVENUE ANNEX BUILDING ROOF
REPAIR PROJECT, AUTHORIZING THE FINANCE DIRECTOR TO
MAKE NECESSARY ACCOUNTING AND BUDGETARY ENTRIES AND
AUTHORIZING CITY MANAGER TO EXECUTE CONTRACT
DOCUMENTS AND ALL CHANGE ORDERS ON BEHALF OF CITY
SUBJECT TO FINAL REVIEW AND APPROVAL BY THE CITY
ATTORNEY**

REQUEST:

It is requested that the City Council consider:

1. Adopting Resolution No. 2017-, awarding the 209 Cypress Avenue Annex Building Roof Repair Project to Andy's Roofing Company, Inc. of San Leandro, California, and;
2. Approving the emergency allocation of \$37,260.56 from General Funds to finance the 209 Cypress Avenue Annex Building Roof Repair Project, and;
3. Authorizing Finance Director to make necessary accounting and budgetary entries, and;
4. Authorizing City Manager to execute contract documents and all change orders on behalf of City subject to final review and approval by the City Attorney.

BACKGROUND:

At the regular meeting of January 10, 2006, the City Council adopted Resolution 2006-11, authorizing funding for the purchase of the real property at 209 Cypress Avenue, now known as the Annex Building. The Community Development Department and the Public Works Department has been operating out of the Annex Building since 2003.

During the heavy winter storms in January and February of 2017, high winds separated the aging metal roof paneling from the roof sheathing of the Annex Building causing approximately 4,400 square feet of damaged roof area. The scope of the repairs is beyond the current in-house capabilities of the Public Works maintenance staff.

The City submitted claim to the City's insurance company and to the Federal Emergency Management Agency (FEMA) for the repair of the entire south section of the Annex Building's roofing including all roof panels on the south side to provide uniformity.

ANALYSIS:

On October 13, 2017, City staff advertised the emergency repair project. On November 14, 2017, sealed bids were received, opened and publicly read for the 209 Cypress Avenue Annex Building Roof Repair Project.

Two (2) bids were received as follows:

- Andy's Roofing Company, Inc. \$ 40,069.00 (low bid)
- Contract West Roofing, Inc. \$ 42,000.00 (high bid)

The lowest bid total is \$40,069.00 from Andy's Roofing Company of San Leandro, California. This bid was received and found to be responsive, and staff has not identified issues concerning Andy's Roofing Company's responsibility to perform the work of the contract.

The cost estimate for City staff construction inspection, administration, contingency and project closeout is \$12,000.00. Investigation, design and administrative costs have accumulated to approximately \$3,000. Therefore, the total project costs amount to \$55,069.00.

FISCAL IMPACT:

The approved City Capital Improvement Program (CIP) budget for Fiscal Year 2017/18 included a \$25,000 budget for this project through insurance claims and FEMA claims. The City has received insurance funds amounting to \$17,808.44. The City has also received approval and is in the process of receiving FEMA reimbursement claims of \$5,000 for the roof damage with another \$65,314.25 for other storm related damages to the City. While the initial claims were based upon estimates, staff is following up with the insurance company and FEMA for adjustments to the repair claims based upon the bid received and actual project costs. Funds received will be deposited into the General Fund.

Should the City Council approve this request, the City Finance Director will make all necessary accounting and budgetary entries to facilitate the remaining \$37,260.56 project budget interfund transfer from the General Fund balance to CIP Account No. 462.APF1812 – 209 Cypress Avenue Annex Building Roof Repair Project.

Project Expenditure Summary

Investigation, Design & Admin (Costs to date, approx.)	\$ 3,000.00
Construction	\$ 40,069.00
Contingency, Inspection & Closeout	\$ 12,000.00
Insurance Claim (Funds Received)	\$ (17,808.44)
Total	\$ 37,260.56

California Environmental Quality Act (CEQA)

The project is categorically exempt under CEQA Section 15301, consisting of the repair of existing facilities with no expansion of use.

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Edrie Delos Santos, P.E.
Senior Engineer, Engineering Division
Public Works Department
City of Marina

REVIEWED/CONCUR:

Brian McMinn, P.E., P.L.S.
Public Works Director/City Engineer
City of Marina

Layne P. Long
City Manager
City of Marina