

REPORT TO CITY COUNCIL

DATE: AUGUST 23, 2023

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: NATHAN HAMBURGER, CITY MANAGER

**BY: JOHN TREICHLER, ADMINISTRATIVE ANALYST
AMY BRINK, DIRECTOR OF COMMUNITY SERVICES**

**SUBJECT: AWARD OF CONTRACT FOR THE AGOURA HILLS/CALABASAS
COMMUNITY CENTER IMPROVEMENTS PROJECT, HUD NO. B-22-CP-
CA-0141; NIB #23-03**

On March 8, 2023, the City Council approved an agreement with the U.S. Department of Housing and Urban Development (HUD) for a grant of one million dollars (\$1,000,000) that was awarded to the City for the Agoura Hills/Calabasas Community Center (AHCCC) Improvements Project.

On July 28, 2023, and August 4, 2023, the City advertised the AHCCC Improvements Project, HUD No. B-22-CP-CA-0141; NIB #23-03 (Project). HUD funding for the Project allows for several renovation items, including painting the entire building, replacing the flooring throughout the building, including a new gymnasium floor, replacing the front doors, and adding window shades. Due to the cost of the project, the scope of work will consist of mobilization/demobilization, painting the interior and exterior of the entire building, and replacing the flooring throughout the entire facility.

On August 14, 2023, the City received two (2) bids electronically through Planet Bids for the Project. The bid package included two additive items for the installation of new front entrance doors and window shades in certain areas of the AHCCC. Inclusion of the bid additive items was dependent on the bid proposals received and available funding. Bidders were required to provide a Base Amount and Additive Items Amount, however, the award of the bid was made clear to be based only on the Base Bid amount. The bid results were as follows:

Contractor	Base Bid Amount
Waisman Construction, Inc.	\$ 997,500
Axiom Group	\$1,164,456

The lowest responsive bidder was Waisman Construction, Inc. with a base bid of \$997,500. Staff reviewed the bid submitted by Waisman Construction, Inc. and deemed their bid responsive and acceptable. Waisman Construction, Inc. provided references to

several similar projects for several public agencies, and all were in good standing. Staff verified possession of required currently valid licenses, and verified registration with the California Department of Industrial Relations (DIR). Based upon the available information and research performed to date, staff believes that the contractor is capable of satisfactorily completing the project. Thus, staff recommends that the City Council award the contract for this Project to Waisman Construction, Inc.

The Waisman Construction, Inc. bid for the alternate item of Front Doors was \$97,000 and the Window Shades were \$25,000. The costs of the alternate bid items are not included in the base bid amount, which would put the total cost of the project at \$1,119,500. This amount exceeds the total funds available through the HUD grant.

In addition to the project award amount of \$997,500, staff recommends authorizing \$25,000 for project contingency, from the Capital Projects Fund (011). These recommendations bring the total estimated cost of the project to \$1,025,000. Contingency funds will be available for unforeseen issues that may arise and require a change order. While the goal is to maximize the grant amount, controlling project risks and unexpected costs is a priority as well. The scope of service includes interior and exterior painting and replacing the entire floor. While this does not appear to present a high level of risk, it is important to include a level of contingency that provides some of that protection. Therefore, it is recommended to include an additional \$25,000 to the project in order to be prepared for those potential unforeseen issues.

The project was originally budgeted in the Fiscal Year 2022-23 budget, because staff anticipated that the grant funding would be received and spent during that year. Staff now requests that the funds be added to the Fiscal Year 2023-24 Budget as follows:

Miscellaneous Grants – Fund 260 Revenues	
AHCCC Federal Grant 260-0000-334543	\$1,000,000
Miscellaneous Grants – Expenditures	
Contract Services 260-4190-551008	\$1,000,000
Capital Projects Fund - Contingency	
011-4190-551008	\$ 25,000

Staff expects construction to commence at the beginning of September, taking approximately ninety (90) working days to complete, with no work to be done during holidays.

RECOMMENDATION

Staff respectfully recommends the City Council:

1. Award the Agoura Hills/Calabasas Community Center Improvements Project, HUD No. B-22-CP-CA-0141; NIB #23-03 to Waisman Construction, Inc.;

2. Approve a Contingency of \$25,000;
3. Authorize the Mayor to sign the contract agreement for Total Bid Price of Base Bid in the amount of \$997,500; and
4. Appropriate the Miscellaneous Grants and Capital Projects Budget to include the AHCCC Project, as shown above.