

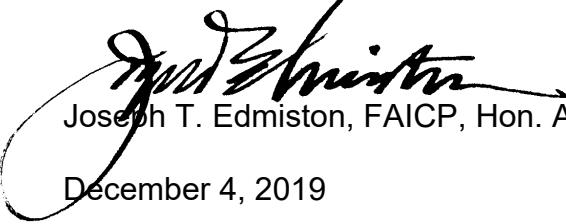


MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center & Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944

MEMORANDUM

TO: The Governing Board

FROM: 
Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: December 4, 2019

SUBJECT: **Agenda Item VIII: Consideration of resolution authorizing a contract with San Marino Roof Co., Inc. for roof replacement at Ramirez Canyon Park, Malibu.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing a contract with San Marino Roof Co., Inc. for roof replacement at Ramirez Canyon Park, Malibu in the amount of \$161,772.00.

Background: The Art Deco House in Ramirez Canyon features a 4,000 square-foot flat roof with numerous penetrations for skylights and HVAC equipment. The roof has not been significantly replaced since MRCA began managing the property in the 1990s and is known to leak. At this time MRCA is seeking to resurface the roof and seal all penetrations. The Art Deco House is a potential location for staff displaced by the Woolsey Fire, but the building cannot be occupied until some renovations are completed, including the roof work.

On November 1, 2019, MRCA advertised a bid for the demolition and installation of new material to cover the building's roof. The work also includes replacement of roof drains, rain gutters, cant and parapet flashing, and piping. In addition to required advertisements and contacting local companies known to perform this type of work, a Notice of the Bid Opportunity was directly sent to local disadvantaged businesses in related fields, in accordance with the agency's Outreach and Advertising Policy adopted in 2017. Potential bidders were identified via multiple sources, including Los Angeles County Certified DBEs, City of Los Angeles's DBE/MBE/WBE Directory, and the California Unified Certification Program.

Section 4.1 of the MRCA's Procurement Policy states that all purchases of \$25,000 or more shall be made through a competitive bid process and awarded to the lowest responsive and responsible bidder. The project was put out for public bid on November 1, 2019. On November 14, 2019 a mandatory bid walk was held on-site and was attended by two contractors. On November 22, 2019 two bids were received. The bid package from San Marino Roof Co., Inc. is attached. Staff reviewed the bid and found San Marino Roof Co., Inc. to be the lowest responsive,

responsible bidder in accordance with Public Contract Code section 20815 *et seq.* A Notice of Intent to Award Bid was issued on November 26, 2019.

Consideration: The bid from San Marino Roof Co., Inc. is \$161,772.00. This includes a \$2,500.00 allowance for carpentry repairs which may become apparent after the existing roof is demolished. Staff does not recommend exercising the alternate to substitute a PVC membrane for modified bitumen because staff is not experienced in making repairs to PVC.

Fiscal Impact: Funding for the purchase will be from existing grants, and was included in the fiscal year 2019/20 budget. Maintenance costs are expected to decrease after the work is completed.