



# MOUNTAINS RECREATION & CONSERVATION AUTHORITY

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## MEMORANDUM

TO: The Governing Board

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

DATE: March 4, 2020

SUBJECT: **Agenda Item VI(d): Consideration of resolution authorizing a contract with Final Touch Construction and Design, Inc. for roof and building repairs at Ramirez Canyon Park, Malibu.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing a contract with Final Touch Construction and Design, Inc for roof and building repairs at Ramirez Canyon Park, Malibu in the amount of \$69,700.

Background: The Barn House in Ramirez Canyon Park requires substantial roofing repairs. In addition to scorch damage to beams from the Woolsey Fire in 2018, in late November 2019 a mature tree fell on the southwest corner of the building and caused significant damage to the roof. There were no previous indications that the tree would fail in this manner. Furthermore, there is a chronic leak at one of the skylights and one of the support beams was observed to have some rot. These roofing repairs are the largest remaining obstacle for staff to reoccupy the structure, who have been displaced since the Woolsey fire.

All of these repairs have been combined for the subject contract. On February 4, 2020 MRCA advertised a bid for roof and building repairs. The work includes repairing the damaged slope of the asphalt composition roof with shingles, siding, framing, damaged electrical lines, plugs and switches in area affected. Interior work includes removing and replacing damaged walls and refinishing the parquet flooring as needed. Additional work includes the repair of the fire-damaged beams, replacement of rotted beam, and a skylight cricket to stop leaks to an existing skylight.

In addition to required advertisements and contracting 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 February 4, 2020. On February 13, 2020 a mandatory bid walk was held on-site and was attended by two contractors. On February 20, 2020 one bid was received. Staff reviewed the bid and found Final Touch Construction and Design, Inc. to be the lowest responsive, responsible bidder in accordance with Public Contract Code section 20815 *et seq.* Their bid packet is attached. A Notice of Intent to Award Bid was issued on February 21, 2020.

Consideration: The bid from Final Touch Construction and Design, Inc. is \$69,700. This includes a \$2,500.00 allowance for additional repairs that may not become apparent until work begins.

Fiscal Impact: An insurance claim was filed for the tree damage and is expected to cover the majority of repairs necessary. Work unrelated to the tree damage will be funded by a combination of FEMA and the existing Woolsey fire recovery and restoration grant from the Santa Monica Mountains Conservancy. The expenditure was not anticipated in the FY 19/20 budget but the subject grant funds are not earmarked for other uses. Maintenance costs (related to the skylight leak) are expected to decrease after the work is completed, and the overall effect will be to extend the useful life of this capital asset.