

**TO:** James L. App, City Manager  
**FROM:** Doug Monn, Public Works Director  
**SUBJECT:** City Hall/Library Re-Roof Bids/Specs Preparation  
**DATE:** May 7, 2013

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**NEEDS:** For the City Council to consider awarding a contract to T. Brooks and Associates, Inc. for architectural services to prepare bid specifications and detailed drawings for the replacement of the City Hall/Library building roof at 1000 Spring Street.

- FACTS:**
1. The City Hall/Library building opened in 1995. After more than 18 years the roof is nearing the end of its useful life. Leaks are common and the labor and time needed to repair the roof is increasing. Additionally, the interior mechanical and electrical systems are being subjected to water damage.
  2. To begin the process of roof replacement, requests for proposals (RFP's) were sought for development of necessary bid specifications and installation detailed drawings.
  3. Five proposals were received and opened on April 4, 2013.

T. Brooks & Associates Inc.	\$17,960
Kitchell	\$17,010
Grossmann Design Group	\$17,850
EHM Architecture	\$18,200
Interactive Resources, Architects & Engineers	\$22,375

4. The proposal submitted by T. Brooks and Associates, Inc. was reviewed and deemed the most appropriate responsive proposal.

**ANALYSIS &**

**CONCLUSION:** The City Hall/Library roof has been experiencing leaks for several years. In an attempt to solve this problem and ensure that more serious damage does not occur the roof should be replaced. RFP's were requested using the "CIP" website paperless bidding procedure. As a result RFP's were received from areas throughout the state – San Francisco, Clovis, Port of Richmond, San Diego and San Luis Obispo.

After review of all proposals T. Brooks and Associates Inc. (Brooks) was deemed the most appropriate response both in price and comparative base services as Brooks proposal included the preparation of technical specifications and monitoring of abatement of asbestos containing roofing materials as part of their proposal package. Other proposals offered this service as a separate agreement/cost to a sub-contractor.

**POLICY**

**REFERENCE:** Purchasing and Payment Procedures Manual. Approved FY13 City of Paso Robles Maintenance and Operations budget.

**FISCAL**

**IMPACT:**

The City Hall/Library Building maintenance budget is a General Fund facility. Preparation of bid specification and drawings is not currently listed in the FY13 budget. Therefore if the roof replacement project is to move forward the cost to prepare bid specifications and drawings (\$18,000) will have to be allocated from reserves.

**OPTIONS:**

- a. Approve Resolution No. 13-xx awarding preparation of bid specifications and detailed drawings for the replacement of the City Hall/Library building roof at 1000 Spring Street to T. Brooks and Associates, Inc. for a time and materials not-to-exceed sum of \$18,000.
- b. Amend, modify, or reject the above option.

Prepared by Dennis Fansler

Attachment: Resolution

RESOLUTION NO. 13-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
ALLOCATING FUNDS TO PREPARE BID SPECIFICATIONS AND DETAILED DRAWINGS FOR  
THE REPLACEMENT OF THE CITY HALL/LIBRARY ROOF AND AWARDING A CONTRACT  
TO T. BROOKS & ASSOCIATES, INC. FOR ARCHITECTURAL SERVICES TO PREPARE BID  
SPECIFICATIONS AND DETAILED DRAWINGS FOR THE REPLACEMENT OF  
THE CITY HALL/LIBRARY BUILDING ROOF

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WHEREAS, the City Hall/Library roof is more than 18 years old and is nearing the end of its useful life span; and

WHEREAS, the roof has been experiencing leaks for several years and the labor and time needed to repair the roof is increasing along with subjecting the interior mechanical and electrical systems to water damage; and

WHEREAS, staff solicited requests for proposals (RFP's) for development of necessary bid specifications and installation detailed drawings for the replacement of the roof; and

WHEREAS, five proposals were received and opened on April 4, 2013; and

WHEREAS, T. Brooks and Associates Inc. has been determined to be the most appropriate response both in price and comparative base services including the preparation of technical specifications and monitoring of abatement of asbestos containing roofing materials as part of their proposals package; and

WHEREAS, the cost to prepare the bid specifications and drawings will be allocated from the General Fund reserves not to exceed \$18,000.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of Paso Robles does hereby allocate \$18,000 from the General Fund reserves to prepare bid specifications and detailed drawings for the replacement of the City Hall Library Roof at 1000 Spring Street.

SECTION 2. The City Council of the City of Paso Robles does hereby award the contract to prepare bid specifications and detailed drawings to T. Brooks and Associates, Inc in an amount not to exceed \$18,000, and authorizes the City Manager to execute the contract.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 7th day of May 2013 by the following votes:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Duane Picanco, Mayor

ATTEST:

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Caryn Jackson, Deputy City Clerk