



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

FROM: City Manager

SUBJECT: Award Construction Contract to 4 Seasons Roofing, Inc. for the City Hall and Veterans Neighborhood Library Reroofing Project

MEETING DATE: April 8, 2025

RECOMMENDATION

The City Council will consider adopting a resolution awarding a construction contract to 4 Seasons Roofing, Inc. for the City Hall and Veterans Neighborhood Library Reroofing Project, allocating funding to cover the project cost shortfall, and authorizing Construction Management and Inspection Services by Transtech Engineers, inc. pursuant to their On-Call Professional Consulting Services Agreements.

BACKGROUND

On July 23, 2024, the City Council approved the Capital Improvement Program (CIP) for Fiscal Year 2024/2025, which allocated \$600,000 for the City Hall and Veterans Neighborhood Library Reroofing Project. The existing roofing systems at both facilities have reached the end of their service life and developed multiple leaks, causing water damage inside the buildings. This deterioration poses a significant risk to the structural integrity of the facilities and the valuable assets they house.

Restoring the roofing systems is essential to prevent further damage and ensure the longevity of the buildings. The replacement will not only enhance durability but also improve energy efficiency, ultimately reducing long-term operational costs and minimizing environmental impact.

ANALYSIS

On January 15, 2025, staff advertised the bid package for the City Hall and Veterans Neighborhood Library Reroofing Project. The following thirteen (13) bids were received by the City at the Bid Opening held on March 4, 2025. A copy of the bid tabulation is attached:

BID RANKING	BIDDER	BASE BID SCHEDULE
Lowest Bidder (Non-Responsive)	Southland Roofing, Inc.	\$739,725.00
2 nd Lowest Bidder	4 Seasons Roofing, Inc.	\$765,690.00
3 rd Bidder	Danny Letner, Inc. DBA Letner Roofing Company	\$813,500.00
4 th Bidder	Courtney, Inc.	\$846,990.00
5 th Bidder	C.I. Services, Inc.	\$858,000.00
6 th Bidder	Chapman Coast Roof, Inc.	\$867,128.00
7 th Bidder	Rite-Way Roof Corporation	\$878,910.00
8 th Bidder	AME Builders, Inc. DBA AME Roofing	\$903,030.00
9 th Bidder	Best Contracting Services, Inc.	\$941,369.00
10 th Bidder	FC and Sons Roofing, Inc.	\$956,221.00
11 th Bidder	Chambers, Inc. DBA Roof Construction	\$973,770.00
12 th Bidder	Pacific Builders & Roofing, Inc. DBA WSP Roofing	\$1,041,211.00
13 th Bidder	Commercial Roofing Systems, Inc.	\$1,087,733.00

In accordance with the California Public Contract Code, the contract must be awarded to the lowest responsive and responsible bidder. However, as indicated in the bid tabulation above, Southland Roofing, Inc., despite submitting the lowest base bid, failed to respond to Addendum 1 to the bid document and did not provide bid amounts for all required items, even though they acknowledged receipt of the addendum. As a result, they were deemed non-responsive.

Following the bid opening, the City received an intent-to-protest letter from Letner Roofing, the third-lowest bidder, challenging the bids submitted by Southland Roofing and 4 Seasons Roofing, see attached. Letner Roofing's protest cited Southland Roofing's failure to submit the correct bid form provided with Addendum 1, a deficiency that the City acknowledged and used to deem Southland Roofing non-responsive. Additionally, the protest also stated that 4 Seasons Roofing failed to notarize all required documents which are the Bid Proposal Form, Bidder Information Form, and Non-Collusion Affidavit Form as specified in the Bid Package.

The City's attorney reviewed 4 Seasons Roofing's bid submittal and determined that the missing notarizations constituted as a non-material error that could be waived. Since the omission did not alter 4 Seasons Roofing's commitment to fulfilling the bid requirements nor provide them with an unfair advantage, the City exercised its discretion to request the wet-notarized forms prior to the Council award. 4 Seasons Roofing has since provided the notarized forms, and upon completing staff's bid analysis including verification of their California contractor's license, Department of Industrial Relations (DIR) registration, state and federal debarment status, and references they have been confirmed as the lowest responsive and responsible bidder. The bid analysis is attached for reference.

The project scope includes asbestos abatement for a portion of the Veterans Neighborhood Library and the replacement of roofing systems at both City Hall and the Veterans Neighborhood Library. Additionally, the downspouts at City Hall which currently flows to the sidewalk be removed and reinstalled with new downspouts directed to the planter areas. The new roofing system will be a cool, energy-efficient system with a 20-year warranty. Staff anticipates work will begin in May with completion expected by the end of July.

Staff recommends that City Council adopt the attached Resolution which in summary does the following:

1. Makes a finding that Southland Roofing, Inc.'s bid is non-responsive.
2. Waives the irregularities in 4 Seasons Roofing, Inc.'s bid and awards a construction contract to 4 Seasons Roofing, Inc. as the lowest responsive and responsible bidder, for the City Hall and Veterans Neighborhood Library Reroofing Project in the amount of \$765,690.00 for the total Base Bid Schedule amount.
3. Allocates an additional \$368,597.00 from Measure AA Funds to cover the total project cost shortfall.
4. Authorizes up to 15% of the construction contract for construction contingency for unforeseen conditions.
5. Authorizes up to 10% of the total construction contract and contingencies for Construction Management and Inspection Services.
6. Authorizes Transtech Engineers, Inc. to proceed with Construction Management and Inspection Service, pursuant to their existing on-call agreement for consultant services.
7. Make a finding and determination that the City Hall and Veterans Neighborhood Library Reroofing Project is exempt from further CEQA review pursuant to Administrative Code, Title 14, Chapter 3, Section 15301, Class 1, because the Project consists of Restoration or rehabilitation of deteriorated or damaged structures or facilities to meet current standards of public health and safety; and pursuant to said findings, direct staff to prepare and file corresponding Notice of Exemption.

Following is a summary of the project cost:

Bid Amount to be Awarded	\$765,690.00
Construction Contingencies (10%)	\$114,853.50
Subtotal	\$880,543.50
Construction Management, Inspection (10%)	\$88,054.35
Total Project Cost	\$968,597.85

FISCAL IMPACT

The total estimated cost of this project including construction contract, contingencies, construction management, and inspection services is \$968,597.85. Funds in the amount of \$600,000 is available in the approved Measure AA Funds Account #41-5180-57010.14137 for this project. However, additional funds in the amount of \$368,597.00 are required to cover the total project cost shortfall.

ALTERNATIVES:

1. Approve recommendation
2. Reject recommendation
3. Provide staff with further direction

RELATIONSHIP TO STRATEGIC GOALS:

This agenda item relates to the 2016 Strategic Plan, Infrastructure and Facilities:

Guiding Principle 4: Develop and invest in infrastructure and beautification projects that support economic growth

Approved and Recommended by:	Vilko Domic, Assistant City Manager
Fiscal Impact reviewed by:	Vilko Domic, Assistant City Manager
Approved as to form by:	Noel Tapia, City Attorney
Respectfully submitted:	Ernie Hernandez, City Manager

ATTACHMENTS:

1. Resolution
2. Letner Roofing's Intent to Protest Letter
3. Bid Analysis
4. Construction Contract- 4 Seasons Roofing, Inc.