

**City of Culver City, California  
Agenda Item Report**

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| Meeting Date: 5/13/2013                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Item Number: <u>C-7</u>                                                           |  |
| <b>CITY COUNCIL AGENDA ITEM: Approval of an Agreement with Hull Brothers Roofing Company for Roof Repairs and Skylight Replacements at the Police Department, Fire Station No. 1, and Public Service Facility in an Amount Not-to-Exceed \$247,379 (\$224,890 for the Base Contract and \$22,489 in Change Order Authority).</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |                                                                                   |  |
| Contact Person/Dept.: Eric Mirzaian/PW                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  | Phone Number: (310) 253-6410                                                      |  |
| Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | Action Item: <input type="checkbox"/> Attachments: <input type="checkbox"/>       |  |
| Commission Action Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Date: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                   |  |
| Public Notification (E-mail) Meetings and Agendas - City Council (05/07/13); Hull Brothers Roofing Company on (5/6/2013)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |                                                                                   |  |
| Department Approval:<br>Charles D. Herbertson (05/02/13)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  | City Attorney Approval:<br>Carol Schwab (by H. Baker) (05/07/13)                  |  |
| Chief Financial Officer Approval:<br>Jeff Muir (05/07/13)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | City Manager Approval:<br>John M. Nachbar (05/07/13)                              |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council approve an agreement with Hull Brothers Roofing Company (Hull Bros.) for roof repairs and skylight replacements at the Police Department (main building and the Annex building), Fire Station No. 1 (apparatus facility and maintenance facility) and Public Service Facility in an amount not-to-exceed \$247,379 (\$224,890 for the Base Contract and \$22,489 in Change Order Authority).</p> <p><b><u>BACKGROUND:</u></b></p> <p>The roofs at the Public Service facility (PS) and Fire Station No. 1 (FS) are original to when the facilities were constructed in 1978 and 1993 respectively while the roof of the Police Department (PD) was originally constructed in 1966 and repaired as part of the facility renovation in 1999. The roofs of PD and PS consist of multi-ply built-up roofing panels that have begun experiencing leaks over the last several years. Based on a facility assessment study conducted on all city-owned facilities in 2006, the expected useful life (EUL) of this type of roofing is 15-20 years. The roof of FS consists of three types; rubber membrane on the flat portion, gable or "triangle-shaped" roofing, and an arched section. The EUL of these types of roofing ranges from 15-30 years. Various sections of roofing at FS have begun experiencing rotting and damaged roof sheathing that has led to recent roof leaks.</p> |  |                                                                                   |  |

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**DISCUSSION:**

Public Works Staff has determined that it is no longer cost effective to regularly perform minor maintenance on the existing roofing at these facilities and that major repairs are a more viable option towards extending the EUL of the roofing at these facilities without having to incur the cost of complete removal and replacement. The proposed repair work at each facility will include the following:

**FS:** Tear off of existing roofing and replacing all existing single-ply sections at both buildings.

**PD:** Repair existing membrane by applying a resurfacing treatment and eliminating low spots to prevent water pooling.

**PS:** Same as PD in addition to replacing the existing skylights that have deteriorated and cracked over the years.

Public Works Staff received the following quotes for this work:

|                                    |              |
|------------------------------------|--------------|
| Hull Brothers Roofing Company..... | \$224,890.00 |
| Garland Company.....               | \$439,216.00 |

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Culver City Municipal Code Section 3.07.085 provides an exemption from the formal bidding process for personal services, and only requires the award of the contract be based upon competitive quotations whenever practical. Per Section 3.07.085.B.5, this project falls under the category of personal services, which includes the repair and maintenance of City-owned property. The Public Works Department has utilized the services of Hull Bros. for repair jobs at other City-owned facilities and is familiar with their work quality. Additionally, Hull Bros. is a local business here in Culver City. Hull Brothers' quote represents the best value for the City and is, therefore, recommended for approval.

**FISCAL ANALYSIS:**

There are sufficient funds available in the Capital Improvement Project P-132, Building Repairs (42000132), to cover the requested repairs.

**ATTACHMENTS:**

None.

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**MOTION:**

That the City Council:

1. Approve an agreement with Hull Brothers Roofing Company in the amount of \$224,890.00 for the roofing repairs at the Police Department, Fire Station No. 1 and the Public Service Facility; and,
2. Authorize the Public Works Director/City Engineer to approve change orders in an amount not-to-exceed \$22,489.00; and,
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.