



Legislation Text

File #: 18-0077 CRA, **Version:** 1

TO: CRA Board of Commissioners
FROM: Renée A. Jadusingh, CRA Assistant Director
THROUGH: Jeff Costello, CRA Executive Director
DATE: August 15, 2018

REQUEST FOR BIDS - CRA OFFICE RENOVATIONS PROJECT (20 N. SWINTON AVENUE)

Recommended Action:

Authorize CRA Staff to issue the Request for Bids for the CRA Office Renovations Project (20 N. Swinton Avenue), subject to minor plan and/or bid modifications as may be appropriate prior to bid release date.

Background:

At the May 7, 2018 CRA Board Meeting, the Board rejected all responses to the Request for Bids ("RFB") 2018-01 for the CRA Office Expansion Project due to the project being over the CRA's budgeted amount. CRA Staff also advised the Board that repairs to the existing structure were included in the project, and that a future RFB will be required to effect said repairs.

The repairs to the existing historically significant structure are necessary and include the following:

- Replacing the existing wooden deck at the north entrance, which is severely weathered;
- Replacing damaged decorative shutters;
- Replacing/repairing gutters and downspouts;
- Painting the exterior and interior of the structure;
- Repairing deteriorated wooden siding and structural components;
- Minor interior repairs/upgrades; and
- Other repairs to the structure as may be required.

The construction cost estimate for the project is estimated at approximately \$150,000.00. The drawings and technical specifications for the project have been provided by Song + Associates, Inc. in anticipation of advertising the project. The plans are still being reviewed by CRA staff, therefore, it is anticipated that minor revisions to the bid documents will occur, which is anticipated to reduce the overall cost of the project. Copies of the complete bid documents, including drawings and specifications, are available upon request.

Key Dates:

Tentative Bid Advertisement Date	Monday, September 10, 2018
Non-mandatory Pre-bid Conference and Walk-Thru	Wednesday, September 19, 2018 at 10:00 a.m.
Deadline for Questions	Tuesday, September 25, 2018
Due Date	Thursday, October 11, 2018 at 2:00 p.m.

Attachment(s): Exhibit A - Legal Advertisement for RFB; Exhibit B - Excerpt from Construction Documents

CRA Attorney Review:

N/A

Finance Review:

N/A

Funding Source/Financial Impact:

Funding is available in the amount of \$150,000 from General Ledger #8307 - Office Space - Maintenance, which will also carryforward into the FY 2018-19 CRA Budget.

Timing of Request:

N/A