



## Legislation Text

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**TO:** CRA Board of Commissioners  
**FROM:** Ivan Cabrera, Project Manager  
**THROUGH:** Jeff Costello, CRA Executive Director  
**DATE:** December 11, 2018

### **AWARD OF BID FOR 2018-04 - CRA OFFICE RENOVATIONS PROJECT (20 N. SWINTON AVENUE)**

#### **Recommended Action:**

Award the bid to Marvi Builders, LLC in the amount of \$211,010.00 for the CRA Office Renovations Project (20 N. Swinton Avenue) and authorize the Board Chair to execute the agreement with Marvi Builders, LLC.

#### **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. The scope of work primarily consists of a 1,400 square foot one story building addition with minor interior and exterior improvements to the historically contributing building. Repairs to the existing historic structure were included in the project. 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. On August 15, 2018, the CRA Board authorized CRA Staff to issue an RFB for the CRA Office Renovations Project, subject to minor plan and/or bid modifications as may be appropriate prior to bid release date. The a new RFB (2018-04) was prepared and issued on October 8, 2018 with a submittal deadline of November 7, 2018.

The repairs to the existing historically significant structure 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.

#### **Request for Bids/Analysis:**

On November 7, 2018, the CRA received three (3) responses to the RFB, however, one of the respondents withdrew from the bidding process:

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BIDDER	CONTRACT PRICE
MARVI BUILDERS, LLC	\$211,010.00
HATCHER CONSTRUCTION AND DEVELOPMENT, INC	\$217,009.68
TCS CONTRACTING GROUP (Withdrawn due to bid calculation error)	

The bids based on the criteria listed in the RFB as well as the CRA's Purchasing & Procurement Policies Manual; specifically, as it relates to Section 5.6 Competitive and/or Sealed Bids (Proposals) Procedures. As part of the CRA's review, the Project Architect, Song + Associates, Inc., reviewed the bids and recommends that the bid is awarded to Marvi Builders, LLC the lowest most responsive, responsible bidder.

Upon review of the bid, CRA staff checked references provided by the contractor. The reference verification process included a series of contract management questions relating to other similar projects. The results of the reference verification were favorable. Based on the above, CRA Staff recommends award of the bid to Marvi Builders, LLC, in the amount of \$211,010.00. and that the CRA Board authorize the execution of the agreement with Marvi Builders, LLC, accordingly. It should be noted that \$150,000.00 is currently budgeted for this project, and a future budget amendment will be required to increase funding for the project costs per the bid award.

Attachment(s): Exhibit A - Bid Comparison; Exhibit B - Letter from Song & Associates dated 11-27-18 re: bid review & recommendation

**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; however, a future budget amendment will be necessary to provide additional funding for the project cost per the bid award.

**Timing of Request:**

N/A