

# REPORT

To the Honorable Mayor and City Council  
And the Redevelopment Agency Board  
From the City Manager and the Executive Director

December 4, 2006

## Subject

Approve contract documents, award contract, and approve additional funding appropriation for Post Office Paseo project.

## Recommendations

1. By motion, approve the contract documents, and award the contract for the Post Office Paseo project to the lowest responsible bidder, Scapes, Inc., California, for their low bid of \$388,437.20.
2. By resolution, authorize the use of the \$200,000 in funding designated in the Redevelopment Capital Budget for "Public Open Spaces" (Account Number 803-71453) for the Post Office Paseo Project and approve a transfer of \$227,758 from the Fiscal Year 2006/2007 Redevelopment Capital Budget "Contingency" (Account Number 803-76000) into the Public Open Spaces account to complete the funding needed to construct the Post Office Paseo project.

## Background

In October, 2005, the Agency Board approved the conceptual design for improvements proposed for the open space between the downtown Post Office and Tarboosh Restaurant. Staff was authorized to finalize design and return to the Agency Board for review and award of bid. The major components of the project are demolition, excavation and grading, installation of landscaping and irrigation, construction of concrete sidewalks and paved areas (dining terrace), lighting and electrical, and installation of ornamental site furnishings, fencing, and automatic gates.

Pursuant to the agreement between the U.S. Postal Service and the Redevelopment Agency, the City will maintain the Post Office site landscaping. The maintenance area excludes the Post Office building, the decorative fence, gates and operating system, and the employee parking lot. Tarboosh, the neighboring restaurant, will lease the dining area and maintain the paved area near the restaurant. That maintenance will include power washing on a quarterly basis and daily litter pick-up.

Reconstruction of the parking area between the Post Office and City Hall has been completed prior to the rest of the project in order to accommodate an immediate need for short term parking. It also provides an accessible parking stall proximate to the Post Office. The remainder of the Paseo site is expected to be completed by early April, 2007.

On November 15, 2006, three (3) bids were received for the Post Office Paseo project. The total base bid prices are summarized below:

Rank	Bidder	Bid Amount
1.	Scapes, Inc.	\$ 388,437.20
2.	Robert Bothman, Inc.	\$ 413,215.00
3.	Golden Gate Construction	\$ 467,469.00

The low bid of \$388,437.20 is 13.7% lower than the consultant's estimate of \$450,000.00 and is considered a good and responsible bid. Staff recommends award to the lowest responsible bidder.

The Redevelopment Agency authorized staff to solicit bids for the Paseo project. The bid documents published inadvertently specified the City as the contracting entity. The Redevelopment Agency will be the contracting entity and confirmation will be sent to Scapes, Inc.

#### **Alternative**

Do not approve the contract for the Post Office Paseo project and provide alternative direction to staff.

#### **Fiscal Impact**

Funding of \$330,000 was approved in the Downtown Funding Plan in Fiscal Year 2003/2004 for post office and public open space projects. A balance of \$226,679 remains unencumbered after funding design costs and the construction of parking improvements between the post office and city hall.

The costs of completing this project include the following:

- \$388,437.20 construction contract
- \$20,000.00 engineering staff costs
- \$39,000.00 10% project contingency
- \$7,000.00 construction administration services by the architect

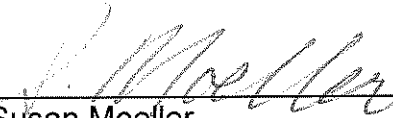
The total project cost equals \$454,437.20. With a current balance totaling \$226,679 in the Downtown Funding Plan for the Jefferson Post Office (803-71603) and Public Open Spaces (803-71453), additional funds totaling \$227,758 will be needed to make up the difference. It is recommended that the additional \$227,758 in funding needed to complete the Post Office Paseo project be transferred from the Fiscal Year 2006/2007 Redevelopment Agency Capital Budget "Contingency" account, which has a balance of \$555,688, into the Public Open Spaces Fund (803-71453).

It was originally intended that the \$387,900 awarded to the Agency from CCAG-HIP funds would be used for this project. However, the Metropolitan Transportation Commission subsequently found the project to be ineligible for the grant funding. Staff will identify another project for use of those funds.



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Claudia Olalla  
Community Development Analyst



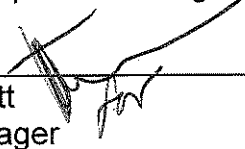
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Susan Moeller  
Redevelopment Manager



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Peter Ingram  
Community Development Director



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Ed Everett  
City Manager

Copies of the bid results are available in the Office of the City Engineer

**Attachment**  
Draft resolution

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION AMENDING THE REDWOOD CITY REDEVELOPMENT AGENCY BUDGET FOR FISCAL YEAR 2006-2007 BY TRANSFERRING \$227,758 FROM THE REDEVELOPMENT AGENCY CAPITAL BUDGET "CONTINGENCY" ACCOUNT INTO THE PUBLIC OPEN SPACES ACCOUNT AND AUTHORIZING THE USE OF THE PUBLIC OPEN SPACES ACCOUNT FOR THE COMPLETION OF THE POST OFFICE PASEO PROJECT**

**WHEREAS**, the Board of the Redwood City Redevelopment Agency adopted Resolution No. RD 06-05 approving its Fiscal Year 2006-2007 budget; and

**WHEREAS**, funding of \$330,000 was approved in the Downtown Funding Plan in Fiscal Year 2003/2004 for post office and public open space projects; and

**WHEREAS**, a combined balance of \$226,679 remains unencumbered in the Jefferson Post Office and Public Open Spaces accounts after funding design costs and the construction of parking improvements between the post office and city hall; and

**WHEREAS**, the costs of completing the Post Office Paseo project include \$388,437.20 for the construction contract, \$20,000.00 for engineering staff costs, \$39,000.00 for a 10% project contingency, and \$7,000.00 for construction administration services by the architect; and

**WHEREAS**, the total Post Office Paseo project cost equals \$454,437.20; and

**WHEREAS**, the current combined balance of \$226,679 in the Jefferson Post Office (\$26,679) and Public Open Spaces (\$200,000) accounts will be utilized for the Post Office Paseo project; and

**WHEREAS**, additional funds totaling \$227,758 will be needed in the Downtown Funding Plan to make up the difference; and

**WHEREAS**, it is recommended that the additional \$227,758 in funding needed to complete the project be transferred from the fiscal year 2006/2007 Redevelopment Agency Capital Budget "Contingency" account, which has a balance of \$555,688, into the Public Open Spaces Fund (803-71453).

**NOW, THEREFORE BE IT RESOLVED BY THE AGENCY BOARD OF THE REDEVELOPMENT AGENCY OF REDWOOD CITY, AS FOLLOWS:**

1. The Finance Director shall transfer the additional \$227,758 in funding needed to complete the project from the fiscal year 2006/2007 Redevelopment Agency Capitol Budget "Contingency" account into the Public Open Spaces account (803-71453).

2. The Public Open Spaces (803-71453) account shall be used for the completion of the Post Office Paseo project.

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