

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF BIG BEAR VALLEY RECREATION AND PARK DISTRICT
AND RECORD OF ACTION**

August 5, 2025

FROM

NOEL CASTILLO, Director, Department of Public Works – Special Districts

SUBJECT

Construction Contract for the Big Bear Tennis Court Rehab Project

RECOMMENDATION(S)

Acting as the governing body of the Big Bear Valley Recreation and Park District:

1. Approve combining the Big Bear Multi-Purpose Court Project, in the amount of \$409,589, into the Big Bear Tennis Courts Rehab Project, in the amount of \$200,000, increasing the project cost for the Big Bear Tennis Courts Rehab Project to \$609,589.
2. Approve a 2025-26 budget increase of \$175,000, from \$609,589 to \$784,589, for the Big Bear Tennis Court Rehab Project.
3. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the budget adjustments as detailed in the Financial Impact Section (Four votes required).
4. Approve Addendum No. 1 issued on April 21, 2025, Addendum No. 2 issued on May 7, 2025, Addendum No. 3 issued on May 15, 2025, Addendum No. 4 issued on May 20, 2025, and Addendum No. 5 issued on May 21, 2025, to the bid documents for the Big Bear Tennis Court Rehab Project.
5. Award Construction **Contract No. 25-619** to KNC Construction, Inc., in the amount of \$628,562, for the Big Bear Tennis Court Rehab Project.
6. Authorize a contingency fund of \$62,856 for the Big Bear Tennis Court Rehab Project.
7. Authorize the Director of the Department of Public Works to order any changes or additions in the work being performed under the construction contract with KNC Construction, Inc. for a total amount not to exceed \$43,928 of the \$62,586 contingency fund, pursuant to Public Contract Code Section 20142.
8. Authorize the Director of the Department of Public Works to accept the work when it is 100% complete and to execute and file the Notice of Completion.

(Presenter: Noel Castillo, Director, 387-7906)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost) as the Big Bear Tennis Court Rehab Project (Project) will be funded entirely by the Big Bear Valley Recreation and Park District (District). The Big Bear Multi-Purpose Court Project will now be merged with the Big Bear Tennis Court Rehab Project, and the project title of Big Bear Tennis Court Rehab Project (Project) will be used going forward. The estimated cost of the Project is \$784,589. This amount includes \$628,562 for the recommended construction contract

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with KNC Construction, Inc. The remaining \$156,027 represents the cost of project management, construction contingency, construction support, geotechnical testing services, quality control inspections, and other administrative services. The Project requires a budget increase of \$175,000, from \$609,589 to \$784,589, which will be funded using the District's available reserves.

The following 2025-26 budget adjustments to the District's Capital Improvement Program (CIP) Project Fund are needed to proceed with the Project:

Fund Center/Fund	Commitment Item/GL Account	Description	Action	Amount
<i>Big Bear Recreation and Park District - Operations</i>				
6200002580	55305030	Operating Transfers Out	Increase	\$175,000
2580	37008880	Fund Balance-Available Reserves	Decrease	\$175,000
<i>Big Bear Recreation and Park District – Capital Improvement Projects</i>				
6200003161	40909975	Operating Transfers In	Increase	\$175,000
6200003161	54104010	Improvements to Land	Increase	\$175,000

BACKGROUND INFORMATION

The Project is located at Big Bear Sports Ranch and is operated by the District. It is the District's largest park, with multiple tennis courts, a swimming pool, a community hall, a playground, a dog park, pickleball courts, disc golf, and cabins.

This Project will focus on reconstructing two (2) existing tennis courts at the Big Bear Sports Ranch. The Project will replace the deteriorated asphalt surface with a more sustainable, dark green concrete surface to address the growing community demand for tennis and multi-purpose courts. The resurfaced courts will then be reconditioned to increase the number of available tennis and multi-purpose courts. Once completed, the park will feature twelve fully functional tennis and multi-purpose courts, with plans to recondition the remaining available tennis and multi-purpose courts.

The Project requires an increase of \$175,000 due to increased construction costs from the time of budget establishment to time of bidding.

The Project, with an initial budget amount of \$200,000, received Board approval on June 13, 2023. The Big Bear Multi-Purpose Court Project, valued at \$409,589, was approved as part of the 2024-2025 Mid-Year Budget Report on February 25, 2025. By combining these projects, given their shared location at Big Bear Sports Ranch, offers a valuable opportunity to enhance efficiency and achieve significant savings in financial, logistical, and time resources.

The Department of Public Works – Special Districts (Department) staff reviewed the Project and determined that a categorical exemption, in accordance with the California Environmental Quality Act (CEQA) Guidelines, Title 14 of the California Code of Regulations, Section 15302(b), Class 2, Replacement or Reconstruction, is appropriate. The Class 2 exemption allows for the replacement or reconstruction of a commercial structure with a new structure of substantially the same size, purpose, and capacity. The CEQA Notice of Exemption was filed and posted on April 16, 2025, with receipt number 36-04152025-247.

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PROCUREMENT

On April 3, 2025, the Assistant Executive Officer, through the CEO's Interoffice Memo process, made the CEQA exemption determination, approved the Project's plans and specifications, and authorized the Department's Director to advertise for bids.

On April 8, 2025, the Department initiated the solicitation of bids for the Project through the County's Electronic Procurement (ePro) (Bid No. SPD125-SPDAD-5849). However, during the bid opening scheduled for May 15, 2025, the Department encountered technical difficulties with the e-Pro System. As a result, the Department cloned the original Reference Bid No. SPD125-SPDAD-5849 and issued a new bid under a different reference, Bid No. SPD125-SPDAD-5902. This modification was documented in Addendum No. 3, which was issued on May 15, 2025. Furthermore, this solicitation was subsequently advertised in the San Bernardino Sun newspaper on April 10, 2025, and April 15, 2025. These advertisements are in full compliance with Section 22037 of the Public Contract Code.

During the bidding process, the following addenda were issued:

- Addendum No. 1: The Department has issued a revised Pre-Bid Agenda, replacing the one from April 17, 2025, for the Pre-Bid Mandatory Site Meeting. The updated document titled "Section A – Building Requirements 1 of 7," dated April 21, 2025, superseded the previous document dated April 8, 2025. The Bid Opening was scheduled for Thursday, May 8, 2025, at 2:00 PM.
- Addendum No. 2: The bid opening date changed to Thursday, May 15, 2025, at 2:00 PM, replacing the original date of May 8, 2025. This Addendum also includes a revised "Section A – Building Requirements 1 of 7" and an updated "Section G – Contract Drawings," both superseding previous versions from April 8, 2025.
- Addendum No. 3: The bid opening was rescheduled to Thursday, May 22, 2025, at 2:00 p.m. This replaced the original bid openings scheduled for May 8, 2025, and May 15, 2025, due to technical issues with the e-Pro System. A new bid, under reference SPD125-SPDAD-5902, superseded Bid No. SPD125-SPDAD-5849. The revised "Section A – Building Requirements 1 of 7" in this Addendum replaced all previous versions from Addendum No. 2 (May 7, 2025), and the original document (April 8, 2025).
- Addendum No. 4: The Department addressed inquiries from prospective vendors regarding the specifications for the additive post-tension concrete slab, eligibility for the mandatory pre-bid meeting, and the submission of the signed copies of Addendum No. 3 and Addendum No. 4 that included the revised copy of the Itemized Revised Bid Proposal and the required Bid Bonds.
- Addendum No. 5: The Department revised the bid opening date to Tuesday, May 27, 2025, at 2:00 p.m., superseding the previously scheduled deadlines of May 8, 2025, May 15, 2025, and May 22, 2025. To serve the best interests of the County, the alternate additive bid for the post-tensioned slab-on-grade was removed. The revised bid focused exclusively on the traditional cast-in-place concrete slab-on-grade. This update superseded the Scope of Work outlined in prior addenda (Nos. 1, 2, 3, and 4), and Section F – Technical Specifications from Addendum No. 4 was excluded.

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Four contractors and one supplier attended the mandatory pre-bid site meeting on April 17, 2025.

On May 27, 2025, the Department received the following four bids:

Contractor Name	Bid Amount
Bear Valley Paving	\$ 747,550.00
KNC Construction, Inc.	\$ 628,562.00
RE Chaffee Construction, Inc.	*\$ 617,000.00
Cornerstone Construction	*\$ 445,000.00

*Non-Responsive

Following a comprehensive evaluation of the four bids submitted to the Department, it was determined that the bids from Cornerstone Construction and RE Chafee Construction, Inc., did not meet the bid requirements and were, therefore, non-responsive. No appeal to the non-responsive determinations were filed.

The Department hereby recommends awarding the construction contract to KNC Construction, Inc., as the lowest responsive, responsible bidder.

Upon approval from the Board of Directors, construction is anticipated to commence in August 2025 and is projected to be completed by October 2025.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Sophie Curtis, Deputy County Counsel, 387-5455) on July 8, 2025; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, Auditor-Controller Manager, 382-7022) on July 8, 2025; and County Finance and Administration (Amanda Trussell, Principal Administrative Analyst, 387-4773) on July 17, 2025.

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Record of Action of the Board of Directors
Big Bear Valley Recreation and Park District

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, SECRETARY

BY 
DATED: August 5, 2025



cc: BBVR&PD - Vioria w/agree
Contractor - c/o BBVR&PD w/agree
File - w/agree
CCM 08/18/2025