

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF BOARD GOVERNED COUNTY SERVICE AREAS
AND RECORD OF ACTION**

May 9, 2023

FROM

BRENDON BIGGS, Director, Department of Public Works – Special Districts

SUBJECT

Construction Contract and Related Budget Increase for the County Service Area 70 D-1 Lake Arrowhead – MacKay Park Restroom Renovation Project

RECOMMENDATION(S)

Acting as the governing body of County Service Area 70 D-1 Lake Arrowhead:

1. Approve a 2022-23 budget increase of \$46,790, from \$90,000 to \$136,790, for the County Service Area 70 D-1 Lake Arrowhead – MacKay Park Restroom Renovation Project.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the budget adjustments as detailed in the Financial Impact Section (Four votes required).
3. Award construction **Contract No. 23-339** to S. Porter, Inc. in the amount of \$105,900 for the County Service Area 70 D-1 Lake Arrowhead – MacKay Park Restroom Renovation Project.
4. Authorize the Director of the Department of Public Works to order any necessary changes or additions in the work being performed under the construction contract with S. Porter, Inc. for the total not to exceed amount of \$10,590, pursuant to Public Contract Code Section 20142.
5. Authorize the Director of the Department of Public Works to accept the work when 100% complete and execute and file the Notice of Completion.

(Presenter: Brendon Biggs, 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 MacKay Park Restroom Renovation Project (Project) will be funded entirely by County Service Area (CSA) 70 D-1 Lake Arrowhead. The estimated cost of the Project is \$136,790. This amount includes \$105,900 for the recommended construction contract with S. Porter, Inc. Proceeding with the Project requires a budget increase of \$46,790, from \$90,000 to \$136,790, that will be funded through the use of CSA 70 – D1 Lake Arrowhead available reserves.

The following 2022-23 budget adjustments are needed for the Project:

Fund Center	Commitment Item	Description	Action	Amount
<i>CSA 70 D-1 Lake Arrowhead - Capital Improvement Program:</i>				
1300003620	54304030	Structures and Improvements	Increase	\$46,790

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Fund Center	Commitment Item	Description	Action	Amount
1300003620	40909975	Operating Transfers In	Increase	\$46,790
<i>CSA 70 D-1 Lake Arrowhead - Operations Fund:</i>				
1301351408	55305030	Operating Transfers Out	Increase	\$46,790
1301351408	37008880	Fund Balance–Available Reserves	Decrease	\$46,790

BACKGROUND INFORMATION

On July 12, 2010 (Item No. 54), the Board of Supervisors (Board) approved construction of the Audrey MacKay Park (Park) in the Lake Arrowhead area. The Park and its amenities were determined based on public input and recommendations made by the CSA 70 D-1 Lake Arrowhead Municipal Advisory Commission. The restroom was constructed with dual vault style septic tanks that require weekly maintenance by a septic tank pump company due to the lack of a sewer main. In 2018, the Lake Arrowhead Community Services District (LACSD) constructed a sewer system with the sewer main running next to the Park’s restroom.

The Project will abandon the existing septic tanks in accordance with current codes and regulations, upgrade the toilets to a combo toilet/sink unit, and tie-in to the existing sewer main and water lines that will save time and money in maintenance.

Staff of the Department of Public Works – Special Districts (Department) has reviewed the Project and determined that a categorical exemption exists in accordance with the California Environmental Quality Act (CEQA) Guidelines, Section 15301(a), Class 1, Existing Facilities. The Class 1 exemption allows for interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances. The Notice of Exemption was filed and posted on March 29, 2023, with the Clerk of the Board.

PROCUREMENT

On February 23, 2023, the Department advertised the Project’s plans and specifications in the County’s Electronic Procurement System (e-Pro) website (Bid No. SPD123-SPDAD-4911) in accordance with informal bidding procedures as established by the County pursuant to County Code Section 14.0114 and the Public Contract Code. On March 2, 2023, a total of eight contractors attended a mandatory pre-bid meeting. On March 16, 2023, the following four bids were received:

Contractor Name	Bid Amount
S. Porter, Inc.	\$105,900
NR Development, Inc.	\$141,391
RE Chaffee Construction Inc.	\$158,500
Proteam Plumbing	\$300,000

The following addendums were issued during the bidding phase:

- Addendum No. 1: Pre-Bid Meeting change from in-person to virtual
- Addendum No. 2: Clarification of Contractor License Requirements

The Department reviewed the bids received and determined that all but the bid from Proteam Plumbing were responsive. Proteam Plumbing did not acknowledge Addendum No. 1 and Addendum No. 2. The Department recommends that the Board award the construction contract

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to S. Porter, Inc., as the lowest responsive and responsible bidder. No appeal/protest letters were received.

Under an established formula based on the contract amount of \$105,900, Public Contract Code section 20142 allows the Board to authorize the Director of Public Works to order changes in the contract, including for unforeseen conditions or design shortfalls, should they become necessary in the future, for a total amount not to exceed \$10,590.

Upon Board approval, construction is anticipated to commence in May 2023 and be completed by August 2023.

REVIEW BY OTHERS

This item has been reviewed by Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, Auditor-Controller Manager, 382-7022) on April 13, 2023; County Counsel (Aaron Gest, Deputy County Counsel, 387-5455) on April 14, 2023; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on April 14, 2023; Finance (Tom Forster, Administrative Analyst, 387-4635) on April 21, 2023; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on April 24, 2023.

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Record of Action of the Board of Supervisors
Board Governed County Service Areas

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, CLERK OF THE BOARD

BY 
DATED: May 9, 2023



cc: SDD - Hernandez w/ agree
Contractor c/o SDD w/ agree
File w/ agree

JLL 05/16/2023