



City of Arts & Innovation

City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: DECEMBER 14, 2021**

FROM: PARKS, RECREATION AND COMMUNITY **WARD: 7**

SERVICES DEPARTMENT

SUBJECT: AWARD BID NO. 7761 TO MILLSTEN ENTERPRISES, INC., FOR AMERICANS WITH DISABILITIES ACT WALKING PATH IMPROVEMENTS AT LA SIERRA PARK IN THE AMOUNT OF \$246,070; AND AUTHORIZE A 10% CHANGE ORDER AUTHORITY UP TO \$24,607

ISSUE:

Award Bid No. 7761 to Millsten Enterprises, Inc., for Americans with Disabilities Act walking path improvements at La Sierra Park in the amount of \$246,070; and authorize a 10% change order authority up to \$24,607.

RECOMMENDATIONS:

That the City Council:

1. Award Bid No. 7761 to Millsten Enterprises, Inc. of Nuevo, California, in the amount of \$246,070 for the installation of Americans with Disabilities Act walking path improvements at La Sierra Park;
2. Authorize a 10% change order authority in an amount up to \$24,607 for project changes including, but not limited to, unforeseen conditions or necessary design changes, for a total contract amount of \$270,677; and
3. Authorize the City Manager, or his designee, to execute a Construction Agreement with Millsten Enterprises, Inc. of Nuevo, California, including making minor and non-substantive changes.

BACKGROUND:

La Sierra Park is a 23.17 acre community park. On April 26, 2016, the City Council adopted the 2016-17 Annual Action Plan for an expenditure of the Community Development Block Grant (CDBG), and authorized the appropriation of CDBG funds in an amount of \$204,077 at La Sierra Park for the design and construction of Americans with Disabilities Act (ADA) pathways and improvements phase I.

On May 9, 2017, the City Council adopted the 2017-18 Annual Action Plan and authorized the appropriation of an additional \$30,000 at La Sierra Park for the design and construction of ADA pathways and improvements phase II.

On December 7, 2021, City Council authorized a supplemental appropriation in the amount of \$50,677 to the Grants and Restricted Programs Fund La Sierra Park ADA Pathway Phase I project account 9260210-895220, bringing the account total to \$254,754.

DISCUSSION:

On September 28, 2021, the Purchasing Division posted Bid No. 7761 on the City's website for the construction of improvements at La Sierra Park, including the installation of concrete paving around the t-ball field and installation of concrete and decomposed granite ADA walking paths throughout the park. On October 12, 2021, six bids were received. Per the attached Bid Award Recommendation, the lowest responsive and responsible bidder is Millsten Enterprises, Inc., of Nuevo, California. Staff's review of this bidder's references has elicited no negative information. Further, the State Contractor's Licensing Board records indicate that this bidder's license is current, active, and in good standing. The Parks, Recreation and Community Services Department, therefore, recommends that a construction contract in the amount of \$246,070 be awarded to Millsten Enterprises, Inc. for the La Sierra Park Improvements.

The Purchasing Manager concurs that the recommendation to award Bid No. 7761 to Millsten Enterprises, Inc. is in compliance with Purchasing Resolution No. 23256.

The Community and Economic Development Director concurs with the report.

This project is expected to start construction in January and be completed by April 2022.

STRATEGIC PLAN ALIGNMENT:

The work contributes to **Strategic Priority 1 – Arts, Culture and Recreation**, which aims to provide diverse community experiences and personal enrichment opportunities for people of all ages.

The work also supports **goals 1.3**, to improve parks, recreational amenities, open space, and trail development, and fulfill critical lifecycle and facility maintenance needs, and **goal 1.4**, to prioritize safety at parks, trails, arts, cultural and recreational facilities.

This project aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – This project is in alignment with the Parks, Recreation and Community Services Comprehensive Master plan which was developed with extensive community input and support. In addition, the public is able to track project progress through PRCSD's CIP tracking map located on the City's website.
2. **Equity** – This project was established primarily for the senior and physically limited demographic in this community to provide ADA-accessible low-impact recreational opportunities.
3. **Fiscal Responsibility** – The purchasing of all services for this project is in accordance

with Purchasing Resolution No. 23256. Also, the CDBG grant funding obtained for this project requires no City "match".

4. **Innovation** – The Parks, Recreation and Community Services Department collaborated with existing La Sierra Park users to establish the design and layout of the project that best met the community's needs.
5. **Sustainability & Resiliency** – This project contributes to improving existing City facilities and amenities, which encourages and provides access to healthy exercise opportunities, and improves the overall quality of life for all residents.

FISCAL IMPACT:

As outlined in the table below, the total fiscal impact of the action is \$270,677. Project construction costs will be fully funded from the approved 2016/2017 and 2017/2018 CDBG project accounts listed below.

Costs:

Construction Contract Award	\$ 246,070.00
10% Construction Contingency	\$ 24,607.00
TOTAL	\$ 270,677.00

Funding (Grants and Restricted Programs Fund):

Project	Account	Amount
La Sierra Park ADA Pathway	9260910 - 440120	\$ 254,754.00
La Sierra Park ADA Pathway II	9264610 - 440120	\$ 30,000.00
TOTAL		\$284,754.00

Prepared by: Pamela M. Galera, Parks, Recreation and Community Services Director
Certified as to

availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer

Approved by: Kris Martinez, Interim Assistant City Manager

Approved as to form: Phaedra A. Norton, City Attorney