



City Council Memorandum

City of Arts & Innovation

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TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JULY 15, 2025

FROM: GENERAL SERVICES DEPARTMENT WARD: 1

SUBJECT: APPROVE AN INCREASED CHANGE ORDER AUTHORITY UP TO 25% TOTALING \$94,677 FOR PURCHASE ORDER NO. 252660 WITH STILWELL CONSTRUCTION, INC. OF RIVERSIDE, CALIFORNIA, FOR THE REPLACEMENT OF THE EXISTING EVAPORATIVE COOLERS IN THE FIRE FLEET MAINTENANCE FACILITY LOCATED AT THE CORPORATION YARD FOR A REVISED PROJECT TOTAL OF \$473,384 – SUPPLEMENTAL APPROPRIATION

ISSUE:

Approve an increased change order authority up to 25% totaling \$94,677 for Purchase Order No. 252660 with Stilwell Construction, Inc. of Riverside, California, for the replacement of the existing evaporative coolers in the Fire Fleet Maintenance Facility located at the Corporation Yard for a revised project total of \$473,384.

RECOMMENDATIONS:

That the City Council:

1. Approve an increased change order authority up to 25% totaling \$94,677 for Purchase Order No. 252660 with Stilwell Construction, Inc. of Riverside, California, for the replacement of the existing evaporative coolers in the Fire Fleet Maintenance Facility located at the Corporation Yard for a revised project total of \$473,384;
2. Authorize the City Manager or designee to execute any purchase orders, agreements, and other documents; and
3. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record a supplemental appropriation in the amount of \$37,871 from the Central Garage Fund Reserves and appropriate expenditures to the Replacement of Evaporative Coolers for Fire Maintenance project expenditure account.

BACKGROUND:

The General Services Department, Fleet Maintenance Division, is responsible for maintaining the Fire Department's Fleet, which consists of various types of vehicles and equipment including 22 Fire Engines, 6 Ladder Trucks, Heavy Rescue vehicles, Hazmat response vehicles and various others. The Fire Fleet Maintenance Facility is located at the Corporation Yard, and it is solely

dedicated to the repairs and maintenance of Fire vehicles to ensure that the Fire department is ready to serve and protect the City of Riverside with safe and reliable vehicles and equipment.

The Fire Fleet Maintenance Facility was constructed over 37 years ago and the existing evaporative coolers, which have exceeded their expected service life, are very outdated and no longer in working condition. Over the years, they have also caused rust damage resulting in holes in the roof and ductwork exposing the inside of the facility to the outside elements. During the summer months, the interior temperature of the facility often exceeds 100 degrees, which is a safety concern for staff working at the site.

On November 3, 2023, Request for Proposal (RFP) No. 2329 to design and install three City supplied evaporative coolers in the Fire Fleet Maintenance facility at the Corporation Yard was posted on the City's online bidding system, Planet Bids. On December 11, 2023, the City received two qualified and responsive proposals. On August 6, 2024, the City Council approved Award RFP No. 2329 to Stilwell Construction, Inc., of Riverside, California in the amount of \$378,707; and authorized 15% change order authority up to \$56,806.05 for a total amount of \$435,513.05.

DISCUSSION:

During the plan check process, it was determined that the structure supporting the cooler required a complete redesign of the previously approved structure. This single design change resulted in an unexpected expense of more than \$41,421 which has significantly depleted the original contingency. Increasing the total change order authority up to 25% will provide an additional \$37,871 in contingency funds to be used on any additional unforeseen expenses, including a known modification to the ductwork.

Purchasing Resolution 24101 Section 1104 Change Orders states, "Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval...(c) 10% of the original contract price for Contracts and/or Purchase Orders previously approved by the Awarding Entity and the total Change Order amount will not exceed \$150,000."

The Purchasing Manager concurs that the recommendations are in compliance with Purchasing Resolution 24101.

STRATEGIC PLAN ALIGNMENT:

This item supports Strategic Priority No. 6 – Infrastructure, Mobility & Connectivity and supports Goal 6.2 – Maintain, protect, and improve assets and infrastructure within the City's built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

This item aligns with EACH of the Cross-Cutting Threads of the City's Strategic Plan as described below:

1. **Community Trust** – Replacing the existing evaporative coolers in the Fire Fleet Maintenance Facility is in the community's best interest by ensuring that the staff are working in a safe environment resulting in the proper and efficient maintenance of the Fire Department's fleet.
2. **Equity** – Providing new evaporative coolers at the Fire Fleet Maintenance Facility ensures the safety and comfort for all staff occupying the building.

3. **Fiscal Responsibility** – The proposed action complies with the City’s procurement as outlined in Purchasing Resolution No. 24101.
4. **Innovation** – This project greatly improves the safety and security of the facility by utilizing materials that will withstand many years of use.
5. **Sustainability & Resiliency** – Replacing the existing evaporative coolers will improve the longevity of the infrastructure and will ensure the staff are working in a safe environment and that the Fire Department continues to have safe and reliable vehicles and equipment to serve and protect the community.

FISCAL IMPACT:

The total fiscal impact of this action is \$37,871 (bringing the change order authority to a total of \$94,677). Upon Council approval, a supplemental appropriation from available reserves in the Central Garage Fund in the amount of \$37,871 will be recorded in the Replacement of Evaporative Coolers for Fire Maintenance project account 9928100-470020 to cover the costs of the change order. There are sufficient reserves to cover the supplemental appropriation.

Prepared by:	Mike Combs, Building Services Project Manager
Approved by:	Lee Withers, General Services Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/Treasurer
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney
Attachments:	Change Order