



# City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL                      DATE: MAY 17, 2022

FROM: MUSEUM DEPARTMENT    WARD: 5

SUBJECT: MEASURE Z – AWARD BID NO. 7912 FOR THE EXTERIOR PAINTING AND DAMAGED WOOD REPAIR AT THE HERITAGE HOUSE TO POLYCHROME CONSTRUCTION, INC. OF NORTHRIDGE, CALIFORNIA IN THE AMOUNT OF \$141,000 PLUS A 20% CHANGE ORDER AUTHORITY UP TO \$28,200 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$169,200.

**ISSUE:**

Award Bid No. 7912 for the Exterior Painting and Damaged Wood Repair at the Heritage House to Polychrome Construction, Inc. of Northridge, California, in the amount of \$141,000 and authorize 20% change order authority up to \$28,200 for a total not to exceed amount of \$169,200.

**RECOMMENDATIONS:**

That the City Council:

1. Award Bid No. 7912 – Exterior Paint and Damaged Wood Repair at Heritage House to Polychrome Construction of Northridge, California in the amount of \$141,000;
2. Authorize 20% change order authority in an amount up to \$28,200 for project changes including, but not limited to, unforeseen conditions or necessary design changes for a total not to exceed amount of \$169,200; and
3. Authorize the City Manager, or his designee, to execute the construction contract with Polychrome Construction, Inc., including making minor and non-substantive changes.

**BACKGROUND:**

On November 8, 2016, voters approved Measure Z, a one-cent increase in the City’s sales tax rate, which began on April 17, 2017. On January 31, 2017, the City Council received a report on Proposed Measure Z spending priorities, provided comments, and directed staff to work with the Budget Engagement Commission (BEC) to refine the five-year spending plan for Measure Z.

On May 16, 2017, the City Council approved a Five-Year Spending Plan for Measure Z, which included multi-year funding for deferred maintenance projects.

The Museum of Riverside (Museum) maintains and operates the Heritage House Victorian House Museum (Heritage House) at 8193 Magnolia Ave. Visitors can experience an interpretation of life at the turn of the twentieth century through tours at the 1892 Victorian home led by costumed volunteer docents from the Riverside Museum Associates, a 501(c)(3) organization that supports the Museum. Special events at the Heritage House include the Moon Festival in autumn, Victorian Christmas Open House in winter, and an old-fashioned Ice Cream Social in spring. The Heritage House is closed during the summer. Other events at the Heritage House have included a National Quilting Day exhibition of the Museum’s historic quilt collections, an event exploring Victorian Mourning traditions called “Behind the Black Veil,” and Victorian teas.

## **DISCUSSION:**

The exterior of the Heritage House is due for repainting. The Heritage House exterior was last painted in 2006. Part of the proposed project includes repairing damaged wood surfaces. Due to the unknown extent of the wood damage, some of which will not be visible until exploratory portions of the damaged woodwork are removed, an allowance of \$50,000 for wood repair, to be charged on a time and materials basis, was included as part of the bid for this project.

On March 11, 2022, the General Services Department and Museum Department issued Bid. No. 7912 through Planet Bids. Six (6) bids were received. Staff evaluated the bid responses and deemed Polychrome Construction, Inc. of Northridge California to be the lowest responsive and responsible bidder, in the amount of \$141,000, 12.5% lower than the next lowest bid.

A 20% contingency in the amount of \$28,200 for a total not to exceed amount of \$169,200 is requested for unanticipated plan changes due to the unforeseen conditions or design changes at Heritage House.

The General Services Director concurs with this report.

The Purchasing Manager concurs that the recommendation to award is in compliance with Purchasing Resolution 23812.

## **STRATEGIC PLAN ALIGNMENT:**

The activities of the Museum of Riverside align with Strategic Priority No. 1 *Arts, Culture and Recreation*. Performing deferred maintenance on the Heritage House supports Goal No. 1.1 (strengthening Riverside’s portfolio of arts, culture, recreation, senior, and lifelong learning programs, and amenities), and Goal No. 1.5 (supporting programs and amenities to further develop literacy, health, and education of children, youth, and seniors throughout the community).

This project aligns with the cross-cutting threads as follows:

1. **Community Trust** – This project provides assurance to Riverside’s residents that significant investments are being made to maintain and protect City facilities, in accordance with the priorities outlined in the Measure Z Spending Plan.
2. **Equity** – Heritage House tours and programming are offered equitably.
3. **Fiscal Responsibility** – This project was competitively bid in accordance with Purchasing Resolution 23812, ensuring that the best price was obtained.

4. **Innovation** – Project utilizes digital photography to provide consistent information via bid documents to ensure a thorough understanding of project scope for the competitive bid process.
  
5. **Sustainability & Resiliency** – This project will prolong the useful life of the Heritage House.

**FISCAL IMPACT:**

The total fiscal impact of the action is \$169,200. Funds in the amount of \$119,200 are budgeted and available in Measure Z Fund, Annual Deferred Maintenance Project account number 9901909-462050. Funds in the amount of \$46,966 are budgeted and available in the General Fund, Museum Facilities and Operations, Heritage House Projects account 5305000-450306 and funds in the amount of \$3,034 are available in the General Fund, Museum Facilities & Operations, Maintenance and Repair of Buildings and Improvements account 5305000-424130.

Prepared by: Robyn G. Peterson, Ph.D., Museum Director  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer  
Approved by: Lea Deesing, Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

Attachments: Bid recommendation