



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JANUARY 28, 2025

FROM: AIRPORT DEPARTMENT WARD: 3

SUBJECT: APPROVE A CHANGE ORDER IN THE AMOUNT OF \$51,356.25 TO PURCHASE ORDER NO. 252741 WITH THE QUALITY PLUS GROUP OF CORONA, CALIFORNIA FOR THE PLUMBING DRAIN WORK REPLACEMENT AT THE RIVERSIDE MUNICIPAL AIRPORT FOR A TOTAL PO AMOUNT OF \$180,956.25 AND AUTHORIZE 15% CHANGE ORDER AUTHORITY UP TO \$27,143.44 FOR A CONTRACT TOTAL NOT TO EXCEED AMOUNT OF \$208,099.69

ISSUE:

Approve a change order in the amount of \$51,356.25 to Purchase Order No. 252741 with The Quality Plus Group of Corona, California for The Plumbing Drain Work Replacement at the Riverside Municipal Airport for a total PO amount of \$180,956.30 and authorize a 15% change order authority up to \$27,143.44 for a total contract not to exceed amount of \$208,099.69.

RECOMMENDATIONS:

That the City Council:

1. Approve a change order in the amount of \$51,356.25 to Purchase Order No. 252741 with The Quality Plus Group of Corona, California for The Plumbing Drain Work Replacement at the Riverside Municipal Airport for a total PO amount of \$180,956.25;
2. Authorize a 15% change order authority up to \$27,143.44 for a total contract not to exceed amount of \$208,099.69;
3. Authorize the City Manager or designee to execute any purchase orders, agreements, and other documents.

BACKGROUND:

The Riverside Airport is ranked no. 1 in aircraft operations out of all airports in California with Federal Contract Towers and ranked no. 116 in aircraft operations out of 526 towered airports nationwide with a record 144,092 aircraft operations in 2024.

The Riverside Airport Main Terminal building at 6951 Flight Road was constructed in 1968 and currently houses four aviation related businesses and The Riverside Airport Café. The Terminal Lobby is extensively used as a thoroughfare between the vehicle parking area and the Airport aircraft parking ramp. Many visitors to the Airport use the Terminal to study for upcoming aviation tests, and as the waiting room for available seating to the café and events. The building's two

Americans with Disabilities Act (ADA) accessible restrooms were last renovated in 2006 and experience a very high amount of use, resulting in the need to renovate them.

Bid No. 8080 – Renovation of Two Restrooms at 6951 Fight Road

Working with Purchasing staff, General Services developed Request for Bid (RFB) No. 8080 to renovate the two first floor ADA accessible restrooms in the main terminal building at 6951 Flight Road. RFB No. 8080 was posted on the City's online bidding system, Planet Bids, on April 11, 2024. The notification was sent to 505 City of Riverside vendors and 500 external vendors. A non-mandatory pre-proposal meeting was held on April 18, 2024, with 11 vendors in attendance. With 59 prospective bidders, RFB No. 8080 closed on May 9, 2024, with a total of 11 responses. Four responses were found to be responsive and responsible. Seven responses were deemed non-responsive for either having incomplete Bid Bonds or not meeting the minimum experience requirement.

The Quality Plus Group was deemed the lowest responsive bidder in the amount of \$129,600.00, 73.6% lower than the next lowest bid.

On September 17, 2024, the City Council approved Award Bid No. 8080 to The Quality Plus Group, of Corona, California for the renovation of two restrooms in the main terminal building of the Riverside Municipal Airport located at 6951 Flight Road, in the amount of \$129,600; and authorized 20% change order authority up to \$25,920 for a total not to exceed amount of \$155,520.

DISCUSSION:

The Airport Main Terminal, located at 6951 Flight Road, was constructed in 1968. The building's first floor ADA accessible restrooms have been in service for 18 years since their most recent renovation, although drain lines were original to the building. In addition to the restroom facilities being worn and dated, a strong odor is present and at times is noticeable throughout the building. This project will update the restrooms, ensure continued ADA compliance and take the steps necessary to determine the cause of the odor and make the needed repairs.

As airport staff has diligently attempted to mitigate the odors, the odors had increased to a point where customer service was negatively impacted. The specific source of these odors was unknown. One aspect of this project was to investigate the source of these odors. Camera and subsequent excavation in the men's restroom discovered corroded cast iron drain lines that had cracks and other imperfections. These were determined by the contractor to be the source of the odors. As such, and with the assistance of Airport staff, the drain lines were excavated to expose the lines that need to be replaced. This change order will permit the contractor to replace all drain lines from both restrooms, tying into the in-tact clay drain line on the exterior of the building. This work, which includes installation of new exhaust fans, will effectively eliminate all odors from the restrooms.

The Quality Plus Group, of Corona, California has submitted a change order proposal that would increase the contract amount from \$129,600 to \$180,956.25. There was a 20% contingency in the amount of \$25,920 for a total project cost not to exceed \$155,520. Based on the contractor's change order request, the proposed increase exceeds the previously approved amount, necessitating a change order in the amount of \$51,356.25. This adjustment will bring the new total for the purchase order to \$180,956.25. Additionally, a request is being made to establish a 15% change order authority to address any unforeseen issues, amounting to \$27,143.44. The new total contract not to exceed amount would be \$208,099.69.

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** – This project provides assurance to tenants of Riverside Municipal Airport and patrons of the Riverside Airport Café that significant investments are being made to improve airport facilities.
2. **Equity** – This project ensures continued functionality of the Riverside Municipal Airport terminal restrooms and allows for up-to-date ADA accessible facilities.
3. **Fiscal Responsibility** – This project was competitively bid in accordance with Purchasing Resolution 24101, ensuring that the best pricing for materials and services was obtained.
4. **Innovation** – As the Riverside Municipal Airport continues to use innovative practices to improve the guest experience, this project will enable tenants and customers of the Riverside Airport Café to completely enjoy their visit to the airport.
5. **Sustainability & Resiliency** – This project will result in new energy-efficient lighting, fixtures, flooring, etc. for both the men’s and women’s restrooms on the first floor of the Riverside Municipal Airport terminal building.

FISCAL IMPACT:

The fiscal impact of this action is \$51,356.25. Sufficient funds are budgeted and available in the Airport Fund, Airport Restrooms Renovation Project account 9928300-462050.

Prepared by:	Daniel Prather, Airport Manager
Approved by:	Daniel Prather, Airport Manager
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Jack Liu, Interim City Attorney

Attachments: Change Order

