



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL**                      **DATE: MAY 20, 2025**

**FROM: GENERAL SERVICES DEPARTMENT**                      **WARD: 1**

**SUBJECT: APPROVE A CHANGE ORDER IN THE AMOUNT OF \$10,000 FOR PURCHASE ORDER NO. 253664 WITH CINBAD INDUSTRY INC., FOR ADA SITE IMPROVEMENTS AT BORDWELL PARK FOR A TOTAL PURCHASE ORDER AMOUNT OF \$121,985**

**ISSUE:**

Approve a change order in the amount of \$10,000 for Purchase Order No. 253664 with Cinbad Industry Inc., of Chatsworth, California, for ADA site improvements at Bordwell Park for a total purchase order amount of \$121,985.

**RECOMMENDATIONS:**

That the City Council:

1. Approve a change order in the amount of \$10,000 for Purchase Order No. 253664 with Cinbad Industry Inc., of Chatsworth, California, for ADA site improvements at Bordwell Park; and
2. Authorize the City Manager, or designee, to execute a Change Order with Cinbad Industry Inc. of Chatsworth, California to Purchase Order No. 253664.

**BACKGROUND:**

On October 8, 2024, the City Council awarded Bid No. 8113 to Cinbad Industry Inc., of Chatsworth, California, for Americans with Disabilities Act (ADA) improvements to existing parking, sidewalks, and ramps in the amount of \$101,805 plus 10% contingency in the amount of \$10,180, for a total CBDG project cost not to exceed \$111,985. Construction commenced in February 2025, with a scheduled duration of 60 calendar days.

## **DISCUSSION:**

Shortly after construction began, an electrical conduit below the parking lot was discovered and needed to be relocated. The originally approved contingency funding was used to cover the additional costs. However, on April 11, 2025, the City Inspector pointed out code requirements related to detectable warning surfaces that required additional work (these are the surfaces that are installed on walking surfaces to provide a tactile cue that a person is leaving a safe walking area and entering a potentially dangerous one like a roadway).

To accommodate that additional work, a change order in the amount of \$10,000 is needed to finalize the project.

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 recommended actions are in compliance with Purchasing Resolution No. 24101.

The Parks, Recreation and Community Services Director concurs with this report.

## **STRATEGIC PLAN ALIGNMENT:**

This project supports the City’s Strategic Priority No. 6 *Infrastructure, Mobility and Connectivity*, and Goal No. 6.2 to maintain, protect and improve assets and infrastructure within the City’s built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

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

1. **Community Trust** – City governments must comply with **Title II** of the ADA and must provide program access for people with disabilities to the whole range of city services and programs.
2. **Equity** – The project will provide equitable park access for community members with disabilities.
3. **Fiscal Responsibility** – This project was competitively bid in accordance with Purchasing Resolution 24101, ensuring the best pricing was obtained.
4. **Innovation** – This project will provide services without barriers to ensure participation and opportunity for all. Bordwell Park ADA improvements address intractable challenges by codesigning innovative solutions that are inclusive, accessible, and better than before.

5. **Sustainability & Resiliency** - This project will improve the longevity of our infrastructure/services, and the project enhances the City’s commitment to providing services to our community for the next generation.

**FISCAL IMPACT:**

The total fiscal impact for this action is an increase of \$10,000 to Purchase Order No. 253664, bringing the total amount of the Purchase Order to \$121,985. Funding is available in the Grants & Restricted Programs Fund, 19/20 General Services ADA Improvements project account number 9279800-440120.

Prepared by:	Kurtis Sharp, Project Manager
Approved by:	Carl Carey, 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