



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: MAY 9, 2023**
FROM: GENERAL SERVICES DEPARTMENT **WARDS: 4**
**SUBJECT: REPLACEMENT OF SEVEN ROLL UP DOORS IN THE FIRE FLEET
MAINTENANCE FACILITY IN THE AMOUNT OF \$150,100 – SUPPLEMENTAL
APPROPRIATION**

ISSUE:

Approve a supplemental appropriation from the Central Garage Fund for the replacement of seven roll up doors in the Fire Fleet Maintenance Facility in the amount of \$150,100.

RECOMMENDATIONS:

That the City Council, by at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record a supplemental appropriation in the amount of \$150,100 in the Central Garage Fund, Fire Fleet Maintenance Facility Roll Up Door Project from available fund balance, for the replacement of seven roll up doors at the Fire Fleet Maintenance Facility.

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. 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 35 years ago with seven large maintenance bays that are enclosed with overhead roll up doors. These doors are made of fiberglass and with the many years of sun exposure, the fiberglass has weakened significantly. As a result, large holes have formed exposing the inside of the facility to the outside elements. Mechanical mechanisms are failing more frequently, and repairs are becoming more difficult because the necessary parts are obsolete. The current condition of these doors is a safety concern and replacing these in a timely manner is crucial.

DISCUSSION:

On May 10, 2019, the Finance Department, Risk Management Division issued Request for

Proposal (RFP) 1913 to engage a panel of qualified construction contractors that will respond to both emergency and non-emergency repair work. The City received five competitive responses and after evaluations were conducted, three contractors were recommended to serve on the City's emergency and non-emergency contractor panel.

On November 11, 2019, City Council approved Master Agreements for the emergency and non-emergency general contractor services panel with Belfor Property Restoration, Kairos Construction, and Stilwell Construction Inc. in an amount not to exceed \$750,000 per contractor per year with an initial term ending June 30, 2022, and the option to extend for two additional one-year terms not to exceed five years.

On June 14, 2022, City Council approved the First Amendment to the Master Agreements for emergency and non-emergency general contractor services with Belfor Property Restoration, Kairos Construction, and Stilwell Construction Inc. in the amount not to exceed \$750,000 per contractor for the fiscal year ending June 30, 2023.

The purpose of having a contractor panel is to ensure that the City has the necessary resources to respond to general or specialized emergency and non-emergency calls and to increase the City's overall capacity for responding to multiple situations as needed. The City's priority is to ensure the efficient response to all incidents and will select a contractor who will best assist the city in responding to any given incident while maximizing resources to do so.

The General Services department selected a contractor from the panel based on the replacement needs and urgency. The Risk Management team analyzed all factors including but not limited to the extent of damage to roll up doors, potential ensuing damages that may result if known damage is unaddressed, availability of a contractor, cost, and the health and safety of those who may be directly impacted by the deteriorating doors. With all these factors taken into consideration, Stilwell Construction, Inc. was deemed the best contractor from the panel to move forward with the replacement of the roll-up doors at the Fire Fleet Maintenance Facility in the amount of \$150,100.

STRATEGIC PLAN ALIGNMENT:

This project contributes to the City's Strategic Priority No. 6 - *Infrastructure, Mobility, and Connectivity* and Goal No. 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.

The project aligns with each of the Cross-Cutting Threads of the City's Strategic Plan as described below:

1. **Community Trust** – Replacing the roll up doors in the Fire Fleet Maintenance Facility is in the community's best interest by ensuring that the Fire Department's fleet will be properly maintained and stored in a safe and reliable facility.
2. **Equity** – This project will assist the Fire Department in providing equitable emergency response services to the entire community by reducing vehicle servicing downtime and increasing the number of operable units available.
3. **Fiscal Responsibility** – Competitive procurement was used to secure the lowest cost for materials and services.

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 deteriorating roll up doors will improve the longevity of the infrastructure and will ensure 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 the action is \$150,100. Upon Council approval, a supplemental appropriation will be recorded in the Central Garage Fund, Fire Fleet Maintenance Facility Roll Up Door Project account number 9925600-470020 from available fund balance.

Prepared by:	Carl Carey, General Services Director
Certified as to availability of funds:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/Treasurer
Approved by:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/Treasurer
Approved as to form:	Phaedra A. Norton, City Attorney