



## CITY COUNCIL STAFF REPORT

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**TO:** City Council

**DATE:** April 28, 2025

**DEPARTMENT:** Public Works Department

**PREPARED BY:** Alfredo Huerta, Assistant City Engineer

**PRESENTER:** John Smith, Public Works Director

**AGENDA TITLE:**

Receive Report and Consider Adopting City Council Resolution Awarding the Police Department Security Retrofit Project, City Project No. PWP-00142, to Jess Construction as the Lowest Responsible Bidder, Approving Budget Amendment 2024/25-11, and Authorizing the City Manager to Execute Contract (Not To Exceed \$129,000); Categorical Exemption 15301

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**RECOMMENDATION**

Adopt Council Resolution Accepting the Lowest Responsive Bid, Awarding the Police Department Security Retrofit Project, City Project No. PWP-00142, to Jess Construction, Approving Budget Amendment 2024/25-11, and Authorizing City Manager to Execute Contract (Amount Not To Exceed \$129,000); Categorical Exemption 15301.

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**BACKGROUND**

The Police Department Security Retrofit Project (Project) construction was advertised for bidding in March 2025. This project is not currently in the City's Capital Project list, as it was designed with the "Town Hall and Facilities Project". After design, it became clear this should be recognized as its own project and thus will be added with a budget of \$134,000. The bid solicitation for the construction of the Project was closed on April 15, 2025. One bid was received (Attachment 2) from Jess Construction for \$129,000. The contractor has the proper license and experience and meets the requirements to be considered a responsive bidder, and staff recommends making the award.

**DISCUSSION AND ANALYSIS**

The Fort Bragg Police Department building was constructed in 1996 and has mainly been used as the Fort Bragg Police Station. There hasn't been much work on this building besides an energy efficiency project completed in 2023 and an EV Fleet Project that is currently nearing completion.

This project is based on the need to facilitate existing processes for Police department staff and the need for Accessibility (ADA) improvements at our police department. This project consists of installing a new ADA compliant front entrance door, installing a

fingerprint station near the entrance to improve employee safety and efficiency, and improvements to the flooring system in the break and locker rooms.

The design Architect, Calpo Hom & Dong Architects completed the design in March 2025 and City staff put the Project out to bid upon receipt of finalized construction documents. The City received one (1) responsive bid when the bid period closed on April 15, 2025. The bid received was from a local contractor, Jess Construction, for \$129,000. As required by the California Public Contract Code and the City's Municipal Code, the apparent low bidder is being recommended for the contract award.

#### **FISCAL IMPACT/FUNDING SOURCE**

Although this project was meant to fall within the Police Department Exterior Paint and Repairs Project that is included in the Capital Improvement Project List, city staff decided to roll that project forward to a future year and create a new line item for this project, since the scope for this project is centered around employee safety and accessibility and not just building maintenance. The lowest base bid from Jess construction is \$129,000 and the project requires a building permit with an estimated cost of \$5,000. Staff is recommending a budget amendment BA 2024/25-11 (Attachment 2) to increase the CIP budget by \$134,000 to cover the base bid and building permit. Funds are available in the Police Department's Asset Forfeiture to cover this amount.

#### **ENVIRONMENTAL ANALYSIS:**

The Project is exempt under the California Environmental Quality Act ("CEQA") and Title 14, the California Code of Regulations ("CEQA Guidelines"), Section 15301 Existing Facilities. This exemption is appropriate because the project involves alterations such as partitions, plumbing and electrical conveyances on the preexisting facilities that are mainly repair and maintenance and do not expand the footprint of the site or surrounding area.

There will be a short-lived increase in greenhouse gas emissions during the construction phase due to the equipment necessary for the performance of the work. Increases in greenhouse gases will only occur during actual construction. All Air Quality Management District best management practices for minimizing greenhouse gas emissions during construction will be incorporated into the daily activities of this project.

#### **STRATEGIC PLAN/COUNCIL PRIORITIES/GENERAL PLAN CONSISTENCY**

This project is consistent with General Plan Element 3 Public Facilities, which is intended to identify essential public facilities, buildings, and services and to ensure that the existing and future population of Fort Bragg is provided with the best feasible level of public services and infrastructure. This project has also been a priority for the Fort Bragg Police Department, as the project will provide safety improvements for its staff and accessibility improvements for the general public.

**ALTERNATIVES:**

Direct staff to reject all current bids and re-bid the project.

**ATTACHMENTS:**

1. Resolution
2. Bid Opening Results
3. Budget Amendment 2024/25-11
4. Jess Construction, Contract

**NOTIFICATION:**

1. Jess Construction