



DATE: December 8, 2010
TO: Honorable Mayor and City Councilmembers
FROM: Neighborhood Services and Development Services Departments
SUBJECT: **APPROVAL OF THE CDBG RECOVERY ACT BUDGET FOR FY 2010-11; APPROPRIATE THE CDBG RECOVERY ACT FUNDS TO THE VARIOUS PROJECTS; APPROVE CHANGE ORDERS 1 AND 2 FOR THE COUNTRY CLUB SENIOR CENTER ROOM ADDITION PROJECT; AND APPROVAL OF A BUDGET TRANSFER OF \$20,000 FROM CDBG RECOVERY ACT FUNDS FOR THE PROJECT**

SYNOPSIS

Staff recommends that the City Council approve the Community Development Block Grant (CDBG) Recovery Act budget for fiscal year 2010-11; appropriate the CDBG Recovery Act funds to the various projects; approve change orders 1 and 2 for the Country Club Senior Center Room addition project; and approve a budget transfer of \$20,000 from the CDBG Recovery Act funds for the project. The change orders authorize adding to the scope of work a new air conditioner and new floor covering to the existing entryway and hall, and provide approval for the City Engineer to execute the change orders.

BACKGROUND

During the FY 2010-11 budget process the remaining FY 2009-10 CDBG Recovery Act funds were erroneously omitted in the fiscal year 2010-11 budget and need to be appropriated to the project accounts. Staff is requesting approval of the remaining \$355,954.21 in CDBG Recovery Act funds be appropriated to the six projects as highlighted in the attached budget. Additionally, staff is requesting approval of change orders 1 and 2 to the Country Club Senior Center Room Addition project.

On May 26, 2010, the City Council approved the plans and specifications for the Country Club Senior Center Room Addition Project to construct a room addition measuring 13 feet by 32 feet to the Country Club Senior Center located at 455 Country Club Lane. On August 18, 2010 the project was awarded to Coastal Air, Inc., in the amount of \$62,400.

Change Order 1 to the project will provide for a new air conditioner. Subsequent inspections found that the units could not provide satisfactory heating and cooling for the addition.

Change Order 2 provides for new laminate flooring to the existing entryway and hall which is currently very worn low-pile carpeting. The laminate flooring allows the entire area to have a floor covering that is easy to clean and maintain and is better for persons using walking aids.

ANALYSIS

The base contract provided for the construction of a 13 x 32 foot room addition for the Country Club Senior Center in the amount of \$62,400. Change Order 1 in the amount of \$14,074.40 provides for the installation of a new HVAC system, thermostat, electric service to the unit and additional blocking to support the unit.

Change Order 2 in the amount of \$12, 401 provides for the installation of laminate flooring and a four-inch cove base in the existing entryway and hallway to abut the floor covering in the new room.

The final construction contract amount, including Change Orders 1 and 2 is \$88,875.40.

FISCAL IMPACT

The final project cost, including plans, fees, professional services and project management is approximately \$114,000.

The funding source for the project is CDBG Recovery Act funds. During the budget process for fiscal year 2010-11, the remaining \$355,954.21 in FY 2009-10 CDBG Recovery Act funds were erroneously omitted from the 2010-11 budget and need to be appropriated to the six projects as outlined in the attached budget.

The City Council approved \$100,000 in CDBG Recovery Act funds for the project (999114400274). The 2 change orders will require a transfer of \$20,000 from the Energy Efficiency and Water Conservation project (999114800274) which will increase the Country Club Senior Center Room Addition project to \$120,000. The Energy Efficiency and Water Conservation project has \$35,326 available with no new projects pending. The transfer will provide sufficient funding to complete the room addition project while only using CDBG Recovery Act funds for the project as required under Recovery Act regulations.

INSURANCE REQUIREMENTS

The City's standard insurance requirements have been met.

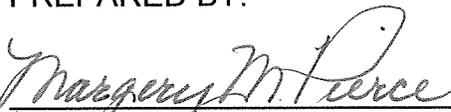
CITY ATTORNEY'S ANALYSIS

The referenced documents have been reviewed by the City Attorney and approved as to form.

RECOMMENDATION

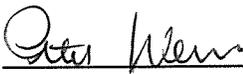
Staff recommends that the City Council approve the Community Development Block Grant (CDBG) Recovery Act budget for fiscal year 2010-11; appropriate the CDBG Recovery Act funds to the various projects; approve change orders 1 and 2 for the Country Club Senior Center Room addition project; and approve a budget transfer of \$20,000 from the CDBG Recovery Act funds for the project. The change orders authorize adding to the scope of work a new air conditioner and new floor covering to the existing entryway and hall and provide approval for the City Engineer to execute the change orders.

PREPARED BY:



for Steve Jackson
Housing Program Manager

SUBMITTED BY:



Peter A. Weiss
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

Margery M. Pierce, Director of Neighborhood Services

George Buell, Development Services Director

Scott O. Smith, City Engineer

Teri Ferro, Financial Services Director









Attachments:

- Change Orders 1 and 2
- FY 2010-11 CDBG Recovery Act Budget

274 - FEDERAL GRANTS FUND

CDBG - R BUDGET 10/11

<u>ACCT #</u>	<u>DESCRIPTION</u>	<u>2009-10 BUDGET</u>	<u>2009-10 ACTUAL</u>	<u>BAL OF BUDGET</u>
999114300274 CDBG-R Administration				
4382	Other Federal Grants	48,500.00	15,496.98	33,003.02
5355	Materials & Supplies	48,500.00	15,496.98	33,003.02
999114400274 CDBG-R Cntry Club Snr Ctr				
4382	Other Federal Grants	100,000.00	12,374.81	87,625.19
5325	Infrastructure < 100K	100,000.00	12,374.81	87,625.19
999114500274 CDBG-R Family Rcvry Ctr Kit				
4382	Other Federal Grants	100,000.00	0.00	100,000.00
5395.0008	Cap Contributions	100,000.00	0.00	100,000.00
999114600274 CDBG-R NC Health Svcs Clnc				
4382	Other Federal Grants	72,870.00	72,870.00	0.00
5395.0008	Cap Contributions	72,870.00	72,870.00	0.00
999114700274 CDBG-R WRC New Roof				
4382	Other Federal Grants	100,000.00	0.00	100,000.00
5325	Infrastructure < 100K	100,000.00	0.00	100,000.00
999114800274 CDBG-R Enrgy/Wtr Cnvrstn				
4382	Other Federal Grants	64,426.00	29,100.00	35,326.00
5325	Infrastructure < 100K	64,426.00	29,100.00	35,326.00
TOTAL REVENUES		485,796.00	129,841.79	355,954.21
TOTAL EXPENDITURES		485,796.00	129,841.79	355,954.21

**CITY OF OCEANSIDE
CONTRACT CHANGE ORDER**

COUNTRY CLUB SENIOR CENTER ROOM ADDITION

CHANGE ORDER No. 001
 PROJECT No. 999114400274
 DATE 11/1/2010
 PURCHASE ORDER # _____

This change order provides for: The installation of a 21/2 ton air conditioning unit, thermostat and electric power to provide ventilation to the new room addition in lieu of attaching to an existing air conditioning unit. Plans specify that contractor will attach ducting to one of the existing air conditioning units servicing the Country Club Senior Center. Subsequent examination by City Staff determined that units available would not adequately supply the additional load.

Cost of Change: In accordance with Section 7.21.4 (b) CHANGE IN CONTRACT PRICE of the General Provisions, this Change Order compensates (contractor) as follows: For this extra work negotiated as a Lump Sum price, the contractor shall receive and accept the Agree Amount of \$14,074.40 L.S.

Cost: Increase x Decrease _____ No Change _____

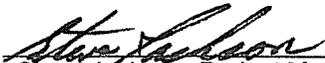
Upon careful consideration of the work specified by this change order, the contractor agrees to provide all equipment and labor, to furnish the materials except as otherwise noted above, and will accept the prices shown above as full payment to perform the services necessary to complete the work in place.

Contract Time Adjustment:

By reason of this order the time of completion will be adjusted as follows 10 days.

Contract Summary:

Recommended by:


 Steve Jackson, Project Manager
 CITY OF OCEANSIDE

Initial Contract Amount	\$ <u>62,400.00</u>	(100%)	Accepted:
Previous CCOs (0):	\$ <u>0</u>	(+0%)	Printed name:
This Change Order No. 1	\$ <u>14,074.40</u>	(+23%)	
Total to Date:	\$ <u>76,474.40</u>	(+123%)	Approved By:


Coastal Air, Inc.
~~CONTRACTOR~~ **Deborah Savage**
 Vice President

Scott O. Smith, City Engineer
 CITY OF OCEANSIDE

Additional Appropriation Required

X
 Yes No

Original to: **City Clerk**
Contractor
 Copies to: **Accounts Payable**
Contractor
Inspector
File

**CITY OF OCEANSIDE
CONTRACT CHANGE ORDER**

COUNTRY CLUB SENIOR CENTER ROOM ADDITION

CHANGE ORDER No. 002
PROJECT No. 999114400274
DATE 11/2/2010
PURCHASE ORDER # _____

This change order provides for: The installation of additional Konecto "Prestige" collection floor covering (Pattern No. 80010), in Lobby and hallway and 4" cove base per estimate, demolition and disposal of existing floor covering in entrance area and hallway.

Cost of Change: In accordance with Section 7.21.4 (b) CHANGE IN CONTRACT PRICE of the General Provisions, this Change Order compensates (contractor) as follows: For this extra work negotiated as a Lump Sum price, the contractor shall receive and accept the Agreed Amount of \$12,401.00.

Cost: Increase x Decrease _____ No Change _____

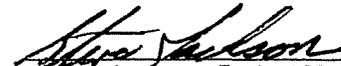
Upon careful consideration of the work specified by this change order, the contractor agrees to provide all equipment and labor, to furnish the materials except as otherwise noted above, and will accept the prices shown above as full payment to perform the services necessary to complete the work in place.

Contract Time Adjustment:

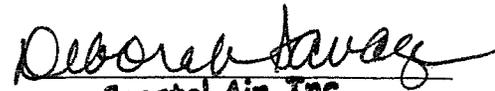
By reason of this order the time of completion will be adjusted as follows 10 days.

Contract Summary:

Recommended
by:


Steve Jackson, Project Manager
CITY OF OCEANSIDE

Initial Contract Amount	\$ <u>62,400.00</u>	(100%)	Accepted:
Previous CCOs 1:	\$ <u>14,074.40</u>	(+23%)	Printed name:
This Change Order No. 2	\$ <u>12,401.00</u>	(+16%)	
Total to Date:	\$ <u>88,875.40</u>	(+139%)	Approved By:


Coastal Air, Inc.
CONTRACTOR
Deborah Savage
Vice President

Scott O. Smith, City Engineer
CITY OF OCEANSIDE

Additional Appropriation Required

X
Yes No

Original to: City Clerk
Contractor
Copies to: Accounts Payable
Contractor
Inspector
File