

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: June 3, 2020
TO: Board of Directors
FROM: Kelly McCullough, Finance Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Consider Approval of Request for Bids for Palo Corona Regional Park - Rancho Canada Unit Clubhouse Roof Replacement

RECOMMENDED ACTION

Staff respectfully requests that the Board approve issuance of a Request for Bids (RFB) for the Rancho Canada Clubhouse Roof Replacement project and authorize staff to advertise for bids. Staff will develop a bid package and solicit bids based on a professional roof assessment.

FISCAL IMPACT:

To be determined based on bids.

FUNDING SOURCE:

6966 – Palo Corona Improvements

FUNDING BALANCE:

This item is being budgeted for the FY2020-21 budget being considered tonight.

DISCUSSION:

The District acquired and moved into the former Rancho Canada Golf Course and Clubhouse in April 2018 with the building purchased “as is”. The golf course had been in operation since 1969 and there were no maintenance records available with the transfer of ownership.

The 28,000sf clubhouse contains the administrative and educational divisions of the District and the former pro shop area has transitioned into the Discovery Center. The banquet and meeting rooms are operated by a catering vendor and these spaces are highly used and valued by the community. During the Palo Corona General Development Plan public outreach, the public was reassured that the clubhouse at the Rancho Canada Unit will remain available as a meeting space for clubs and organizations, and as an event space for private events.

As noted, no maintenance records are available however, it is estimated that the roof is over 45 years old based on the golf course operations and has surpassed its useful service life. District staff and catering vendor staff have reported and addressed numerous leaks during the rainy season and visual inspection indicates dry rot and termite damage. The Clubhouse

roof replacement project is necessary for the protection of property, building, exhibits, and offices.

The District is soliciting proposals at this time for consultant services to provide an assessment of the roof, identify scope of work, and write scope specifications for a bid package to provide a more accurate bidding response. Staff will then prepare a Request for Bids (RFB) for the roof replacement project and initiate the bid process.

It is desirable to move this project forward during the non-rainy months, if at all possible, in preparation for next winter. Anecdotally, the roof will not sustain another winter without sustaining increased damage and leaking.

This report only requests Board approval to issue an RFB, it is not requesting approval of any bid, as no bids have been received. Once a bid package has been developed, staff will advertise in a local paper as required. After bids have been received and reviewed, the lowest responsive bid will be presented to the Board for consideration and approval. At that time the Board may award the bid, reject the bid or direct staff to obtain bids on the open market.

Staff is requesting the Board authorize staff to issue an RFB for the Clubhouse roof replacement based on the assessment and specifications from the roof specialist once developed. Authorization to award the contract shall be brought to the Board at the earliest possible Board meeting.