

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

**DATE:** September 1, 2021  
**TO:** Board of Directors  
**FROM:** Kelly McCullough, Finance Manager  
**REVIEWED BY:** Rafael Payan, General Manager  
**SUBJECT:** Consider Approval of Contract Amendment for the Professional Services Agreement with Roof Consulting Services, Inc. for Architectural Services regarding the Clubhouse Re-Roof and HVAC Systems Project

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**RECOMMENDED ACTION**

Staff respectfully recommends that the Board approve a contract amendment with Roof Consulting Services in substantially the form submitted and authorize staff to execute the Professional Services Agreement Amendment No. 2 (**ATTACHMENT 1**) based on the request for architectural review services regarding the Clubhouse Re-roof and HVAC systems project.

**FISCAL IMPACT:**

Not to exceed \$3,500

**FUNDING SOURCE:**

6966- Palo Corona Improvements

**FUNDING BALANCE:**

\$2,390,259 as of the writing of this report.

**DISCUSSION:**

The District entered into a contract with Roof Consulting Services (RCS) in July 2020 in the amount of \$39,550 for the Clubhouse roof conditions assessment and re-roofing plan. This is an amount that falls within the General Manager's signing authority.

In June 2021 the District executed Amendment No. 1 to extend only the term of the Agreement, so that the project could continue into FY2021-22, since the County had not yet approved the plans.

As the roof plans were being developed, it was determined that the HVAC systems located on the roof were at the end of their lifecycle and require upgrades and replacement. Ten Over Studio was contracted to provide design and engineering services to address roof improvements and HVAC systems. The combined drawing set of plans was submitted for permitting in June 2021. The planning department had two plan review conditions prior to approving the plans and that was for an engineering stamp of the roof plans and to remove the term "not for construction".

RCS was able to locate a California licensed Architect to review the specifications and drawings and provide the required engineering stamp for a fee of \$3,500 so the District may resubmit the plans for final approval. The required architect review and stamp was due to the roof plans being combined into one package for submittal. Ultimately, this will result in a smoother and expedient bid package resulting in competitive bids.

**RECOMMENDED ACTION:**

Staff respectfully recommends that the Board approve the attached Professional Services Agreement Amendment No. 2 (**ATTACHMENT 1**) in substantially the form attached and authorize the General Manager to execute the amendment.

**ATTACHMENTS:**

1. [Professional Service Agreement Amendment No. 2](#)