



## CITY OF KIRKLAND

City Manager's Office

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### MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Tracey Dunlap, Deputy City Manager  
Chris Dodd, Facilities Services Manager

**Date:** December 17, 2020

**Subject:** Fire Station 27 Roofing Project – Award Construction Contract

### **RECOMMENDATION:**

It is recommended that the City Council award the Fire Station 27 Roofing Project construction contract to Commercial Industrial Roofing of Lynwood, WA in the amount of \$302,444.70 and approve the attached fiscal note to fully fund the project. Awarding the bid and accepting the fiscal note will be approved by a motion from the Council approving the Consent Calendar.

### **BACKGROUND DISCUSSION**

As part of the City of Kirkland's aging infrastructure program, the Fire Station 27 roof is due for replacement. The City will be constructing a new Fire Station 27 as part of the voter-approved fire and emergency medical services (EMS) levy, but the new station is not expected to be completed until mid-2023. In addition, the existing structure is expected to be used for other City fire/EMS related purposes upon the completion of the new station. To provide continued fire department operations until the new station is ready, and to ensure the building remains sound for future purposes, replacing the roof is necessary.

### **BIDDING**

On October 22, 2020 plans and specifications were available to the public. On October 26, 2020 at 1 pm, the City held a mandatory site visit for potential roofing contractors to review the plans and ask the design team questions about the project. The bid opening was held on November 4, 2020 that included Bidder Responsibility Criteria specific to completion of projects of similar size and scope. 5 bids were received as follows:

<u>Contractor</u>	<u>Contract Amount</u>
Stanley Roofing	\$278,284.36
Scholten Roofing	\$388,123.57
Commercial Industrial Roofing	\$274,700.00 low bid
Axiom	\$296,079.82
Wright Roofing	\$291,646.58

With an award of the contract to Commercial Industrial Roofing by City Council at their January 5, 2021 meeting, construction will begin in February of 2021. A 56-day construction period is anticipated with an additional 25 days to complete punch list items and close out the project. This project is subject to weather conditions, so some schedule changes are anticipated.

### **BUDGET**

The total budget of \$302,444.70 (\$274,700 plus sales tax) is funded with \$97,200 from the Facilities Sinking fund and \$205,244.70 from Ground Emergency Medical Transport (GEMT) funds reserved for this purpose. In March of 2020, \$153,000 of GEMT was authorized for the roof. The attached fiscal note approves a final allocation of \$52,245 from GEMT to fully fund the project.

### **NEXT STEPS**

At the regular meeting on January 5, 2021, City Council will be asked to award the Roofing Contract to Commercial Industrial Roofing as part of approving the Consent Calendar. With City Council approval of the contract, the project will formally begin. A separate fiscal note is included (Attachment A)

**FISCAL NOTE***CITY OF KIRKLAND*

Source of Request							
Tracey Dunlap, Deputy City Manager							
Description of Request							
Authorize a one-time transfer of \$52,245 to fund roof replacement costs for the existing Fire Station 27. The request will be funded with \$52,245 from reserved Ground Emergency Medical Transport funds (GEMT) revenues.							
Legality/City Policy Basis							
GEMT revenues are provided through the State of Washington's Health Care Authority and are supplemental payments to cover the funding gap between our Fire Departments' actual costs per GEMT transport and the allowable amount received from Washington Apple Health (Medicaid) and any other form of reimbursement. Kirkland has been reserving these revenues for Fire Station related expenses.							
Fiscal Impact							
<b>One-time transfer of \$52,245 from the General Fund's reserved GEMT revenues to the General Capital fund for the Facilities Roofing, Gutter, Siding and Deck Replacements project (GGC1100000). The reserved balance as of the beginning of 2021 is currently \$3,241,414 and will be \$3,189,169 after this fiscal note.</b>							
Recommended Funding Source(s)							
	Description	2021 Est Begin Balance	Prior Auth. 2021-22 Uses	Prior Auth. 2021-22 Additions	Amount This Request	Revised 2022 End Balance	2022 Target
<i>Reserve</i>	GEMT Reserved Revenues	3,241,414	0	0	(52,245)	3,189,169	N/A
<i>Revenue/Exp Savings</i>							
<i>Other Source</i>							
Other Information							
NOTE: This amount is in addition to \$153,000 of GEMT funds committed to this project in March 2020, meaning a total of \$205,245 of GEMT funding is budgeted in this project.							

Prepared By	Kevin Lowe Pelstring, Budget Analyst	Date	December 17, 2020
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