



Agenda Item No. (4)(a)

To: Finance-Auditing Committee/Committee of the Whole  
Meeting of March 27, 2025

From: Jennifer H. Mennucci, Auditor-Controller  
John R. Eberle, District Engineer  
Denis J. Mulligan, General Manager

Subject: **AUTHORIZE BUDGET ADJUSTMENT(S) AND/OR TRANSFERS**  
**(A) BUDGET INCREASE IN THE FY 24/25 BUS DIVISION CAPITAL**  
**BUDGET FOR PROJECT #2435, D2 DISPATCH & FUEL ISLAND**  
**BUILDING ROOF REHABILITATION**

### **Recommendation**

The Finance-Auditing Committee recommends, in concurrence with the Building and Operating Committee at its meeting on March 27, 2025, that the Board of Directors approve an increase in the FY 24/25 Bus Division Capital Budget in the amount of \$119,512 for Project #2435, *D2 Dispatch & Fuel Island Building Roof Rehabilitation*, for a revised total project budget of \$710,512.

This matter will be presented to the Board of Directors at its March 28, 2025, meeting for appropriate action.

### **Summary**

The Golden Gate Bridge, Highway and Transportation District's (District) Bus Division operates commuter bus service out of four (4) dispatch, parking, and maintenance facilities, namely, the San Rafael Bus Facility (D1), the Novato Bus Facility (D2), the Santa Rosa Bus Facility (D3) and the San Francisco Bus Facility (D4).

The Novato Bus Facility is located at 801 Golden Gate Place, Novato, CA, and includes a dispatch building, a fuel island and maintenance building, a wash rack, underground diesel fuel storage tanks, a bus parking lot, and an employee parking lot. The dispatch building is approximately 1,200 square feet and includes office space, restrooms, and a break room for Bus dispatch staff and drivers. The fuel island building is approximately 3,000 square feet and includes fuel pumps, bus cleaning areas, and facilities and tools for minor bus maintenance. The buildings were constructed in 1975 and generally consist of metal wall framing, corrugated metal roof, metal siding, and aluminum windows. The roof and windows are at the end of their useful life, and minor leaks have been reported. In order to maintain the facility in a state of good repair, this project will replace the windows with new double-pane aluminum windows and rehabilitate the roof with a Sprayed Polyurethane Foam (SPF) roofing system over the existing corrugated metal

roof. In addition, the project will install a manual switch at the main electric service panel to allow a temporary generator to be connected in case PG&E power is shut off in the area.

Engineering staff collaborated with Bus Division staff to develop a construction project, Contract No. 2024-BT-029, *Novato Bus Facility Dispatch and Fuel Island Building Roof Rehabilitation and Building Exterior Improvements*, for implementing the facility improvements.

On January 16, 2025, the bid solicitation documents were posted on Bonfire, the District's public procurement portal. On the bid opening date of February 20, 2025, three (3) bids were received, opened, and publicly read:

<u>COMPANY</u>	<u>TOTAL BID PRICE</u>
1. Pro-Ex Construction, Inc., Rancho Cordova, CA	\$331,750.00
2. Caliber Contracting Services, Fresno, CA	\$354,000.00
3. CWS Construction Group, Inc., Novato, CA	\$456,000.00

Engineering staff, the District's DBE Program Office, and District's Attorney evaluated the bid proposals for completeness and conformance with the criteria that was specified in the bid solicitation. The bid proposals from Pro-Ex Construction, Inc. and CWS Construction Group, Inc. were determined to be complete and responsive to the solicitation. The bid proposal from Caliber Contracting Services was determined to be non-responsive.

The low bid proposal from Pro-Ex Construction, Inc. is within 1% of the engineer's estimate that was established for the project budget. Engineering staff has determined that Pro-Ex Construction, Inc.'s overall pricing reflects the current market conditions and is fair and reasonable.

Engineering staff and the District's Attorney have determined that Pro-Ex Construction, Inc., with a bid price of \$331,750, is the lowest responsive and responsible bidder. Staff recommends award of Contract No. 2024-BT-029 to Pro-Ex Construction, Inc.

Staff also recommends that a construction contingency in an amount of \$49,762, or 15% of the construction contract's total price, be established for Contract No. 2024-BT-029, considering the possibility of unforeseen circumstances arising during construction of this Project.

Engineering staff has performed an analysis of the level of effort necessary for staff to perform construction management and administration during the project construction and have estimated that the project's staff budget should be increased by \$105,500 (labor, fringe, and indirect costs).

Award of Contract No. 2024-BT-029 in the amount of \$331,750 to Pro-Ex Construction, Inc., establishing construction contract contingency in the amount of \$49,762, and providing budget for the construction contract management and administration by the Engineering staff as presented in Table 1 below, will require a \$119,512 increase in the FY 24/25 Bus Division Capital Budget for Project #2435, *D2 Dispatch & Fuel Island Building Roof Rehabilitation*.

**Fiscal Impact**

Project #2435, *D2 Dispatch & Fuel Island Building Roof Rehabilitation*, is included in the FY 24/25 Bus Division Capital Budget in the amount of \$591,000 and is 100% District-funded.

The proposed actions relative to the award of construction Contract No. 2024-BT-029 would result in a \$119,512 increase to the total project budget as shown in Table 1 below. The revised total project budget of \$710,512 will be 100% District-funded.

**TABLE 1: PROJECT BUDGET – #2435, D2 Dispatch & Fuel Island Building Roof Rehabilitation**

DESCRIPTION	CURRENT PROJECT BUDGET	PROPOSED ADJUSTMENT	TOTAL PROPOSED PROJECT BUDGET
District Staff Labor/Fringe	\$128,000	\$75,000	\$203,000
Indirect Costs	\$63,500	\$30,500	\$94,000
General Project Expenditures	\$5,000	\$0	\$5,000
Printing & Advertising	\$8,000	\$0	\$8,000
Prelim Invest/Design Consultant	\$10,000	\$0	\$10,000
Permit and Fees (PG&E)	\$0	\$1,000	\$1,000
Prime Construction Contract	\$335,000	(3,250)	\$331,750
Prime Construction Contract Contingency (10%)	\$33,500	\$16,262	\$49,762
Construction Engineering (Electrical Consultant)	\$8,000	\$0	\$8,000
<b>TOTAL</b>	<b>\$591,000</b>	<b>\$119,512</b>	<b>\$710,512</b>

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