

CARMEL VALLEY RECREATION & PARK DISTRICT

Proposition 68 Grants

July 2023

Administration

1. Annual Agency Review (AAR) – On July 14, State Parks sent the District (Director Gray) and RGS (Adams) the AAR for 2023 to confirm the status of active contracts and contact information for the grants. The District and RGS responded that no changes to the AAR were needed.
2. Updated Grant Documents – On July 16, RGS (Adams) submitted to State Parks the updated grant documents reclassifying the Activity House from a “Replace existing” to “Renovate existing” project approved by the Board on July 12. On July 17, State Parks approved the change. State Parks also confirmed it is fine to use Sourcewell for selecting the contractor to do renovation work on the Activity House and that certified payrolls from the contractor and any subcontractors are not required.

Financial

1. None.

Procurement

1. Activity House – On July 13, the District (Director Gray) provided RGS with the costed proposal from Newton Construction and Gordian and asked two questions for which RGS (Coggins) provided the following information:

Question 1: If we accept this proposal, does this cover us from a county and state perspective with regard to not needing competitive bidding? I assume the answer is yes, but wanted to check.

Answer: Yes, by using the Sourcewell agreement, the county and state’s competitive bidding requirements will be met.

Question 2: Does this executed proposal effectively become a contract? Or do we need to go through a separate process to execute what I would presume would be a standardized Sourcewell contractor agreement?

Answer: Normally, an agency’s Purchase Order would be issued to execute the contract. The Sourcewell agreement states:

Upon approval of the Proposal Package by the Participating Entity (CVRPD), the Participating Entity may issue a signed Purchase Order, Notice of Award, or similar document accepting the Contractor’s offer. The document will include:

- a) Reference to the Detail Scope of Work

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- b) The Purchase Order Price
- c) Start date, Purchase Order Completion Time (duration) and completion date
- d) Whether liquidated damages will apply

Note: There is no estimated completion date listed on the proposal. Also, there is no line item for a Performance & Payment Bond. You will need to get an insurance endorsement naming CVRPD as an additional insured prior to commencement of work. Finally, the contract number (CA-R5-GB02-123021-NCM) on the Work Order is incorrect. Should be CA-R6-GB01-123021-NCM (District 6).

The District (Director Stone) confirmed the appropriate contract number with Gordian (Rempher) who provided the following information:

The contract listed on the proposal is correct. The Contractor has a contract in a neighboring Region as listed on the proposal. Contractors are permitted; at their choosing, if they would like to provide a proposal in an additional Region. This is acceptable and executed with Sourcewell through a "Form 11".

On July 14, the Board approved the costed proposal from Newton Construction and Gordian which was signed by the Vice President (Director Thatcher) on July 15.

On July 18, Luke Ingram pulled the roofing permit with the County of Monterey for the Activity House.

Identification of Potential Risks

1. Activity House Roof – Heavy winter rains damaged the roof, which now has numerous leaks and must be replaced by September 2023, before the start of the next rainy season to mitigate any further damage to the building. **This risk has been addressed by the Board's July 14 action selecting Newton Construction to replace the Activity House's roof.**

Follow Up Items

1. Interest-Bearing Sub-Accounts – At the District's request, item to be removed.
2. Project Timeline – Work on the draft project timeline and grant advance schedule has paused while alternatives for the Activity House continue to be explored. (At the District's request, timing changed to TBD.)