


Agenda Report Reviewed by:  
City Manager: 

CITY OF SEBASTOPOL  
CITY COUNCIL  
AGENDA ITEM

Meeting Date: October 5, 2021  
To: Honorable Mayor and Honorable City Councilmembers  
From: Joseph Gaffney, City Engineer  
Subject: Notice of Completion, Sebastopol Community Cultural Center Kitchen Remodel, Contract No. 2020-02  
Recommendation: City Council Approval for Notice of Completion for Sebastopol Community Cultural Center Kitchen Remodel, Contract No. 2020-02  
Funding: Currently Budgeted:  Yes  No  N/A  
Net General Fund Cost: \$ none

Project Budget Amount	\$93,818
Contract Award Amount	\$71,398
Total Change Orders	<u>\$14,245</u>
Final Contract Cost	\$85,643
Remaining Funds	\$8,175

Cost code was 700-23-51-9901; PM code was 200212-09700.

Account Code/Costs authorized in City Approved Budget AK (verified by Administrative Services Department)

**INTRODUCTION/PURPOSE:**

This item is for City Council consideration of Approval of a Notice of Completion for Sebastopol Community Cultural Center Kitchen Remodel, Contract No. 2020-02.

**BACKGROUND:**

At its meeting of July 21, 2020, Council awarded a contract to Earthtone Construction for the Sebastopol Community Cultural Center Kitchen Remodel, Contract No. 2020-02 in the amount of \$71,398. The majority of the construction is now complete with the exception of the allowance for stove hood modifications which will be addressed separately with the remaining funds in this kitchen remodel project.

**DISCUSSION:**

The original contract included refinishing the interior walls, replacement of kitchen sinks and tables, and miscellaneous other improvements. This work would repair the flood damage the kitchen suffered in the flood of 2019. Not expressly included in the contract was the solution to the lack of a return air facility required by the Sonoma County Health Department to serve the range in the kitchen. This item was deferred to a later contract, with an allowance in the project budget of \$10,000. Staff and Earthtone are currently working with a local

mechanical contractor to design and install a return air system, which will be addressed in a future Purchase Order utilizing the remaining funds in the project for this task of \$8,175.

There were numerous changes to the original contract scope; some initiated by SCCC board and staff, and some required due to unknown conditions that were uncovered during construction. It is important to distinguish between the Proposed Change Order (PCO) submitted by the contractor, and the Contract Change Order (CCO) prepared by the City and often encompassing several PCOs. A summary of the change orders is attached.

**COUNCIL GOALS:**

This project reflects the Council Goals and General Plan Actions:

General Plan Goal CSF 1: Provide high quality community services, facilities and Infrastructure to all residents, businesses and visitors in Sebastopol.

**PUBLIC COMMENT:**

As of the writing of this staff report, the City has not received any public comment. However, staff anticipates receiving public comment from interested parties following the publication and distribution of this staff report. Such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda item.

**PUBLIC NOTICE:**

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

**FISCAL IMPACT:**

This project is funded by Flood Insurance. Cost accounting code: 700-23-51-9901. PM Code 200212-09700.

The cost for the return air system will be known when the design is complete, and priced by the contractor. A budget amendment will be submitted should the costs exceed the remaining project budget.

**RECOMMENDATION:**

That the City Council adopt a minute order authorizing staff to file a Notice of Completion for the Sebastopol Community Cultural Center Kitchen Remodel, Contract No. 2020-02.

**ATTACHMENTS:**

Change Order Summary  
Notice of Completion

Sebastopol Community Cultural Center Kitchen Remodel  
 Contract No. 2020-02  
 Change Order Summary  
 October 5, 2021

Item	Description			Cost	Comments
<b><u>Change Order No. 1</u></b>					
1.	Revised Ceiling Lights	1	LS	\$528.66	Requested by SCCC Board
2.	Service Counter Modifications	1	LS	\$213.84	Requested by SCCC Board
3.	Electrical Revisions	1	LS	\$136.62	Requested by SCCC Board
<b>Subtotal Change Order No. 1</b>				<u>\$879.12</u>	
 <b><u>Change Order No. 2</u></b>					
1.	Revised Kitchen Equipment	1	LS	\$2,612.96	Requested by SCCC Board
2.	3-compartment Sink Leg Extensions	1	LS	\$230.47	Requested by SCCC Board
<b>Subtotal Change Order No. 2</b>				<u>\$2,843.43</u>	
 <b><u>Change Order No. 3</u></b>					
1.	Rinnai Water Heater	1	LS	\$5,429.16	Requested by SCCC Board
2.	Insurance Premium	1	LS	\$1,247.40	Required by City Contract
<b>Subtotal Change Order No. 3</b>				<u>\$6,676.56</u>	
 <b><u>Change Order No. 4</u></b>					
1.	Revise, Add Rinnai Water Heater	1	LS	\$7,403.55	Required by SoCo Health
2.	Deduct Insurance Premium from	1	LS	(\$1,247.40)	Revision to CCO #3
3.	Credit for Conventional Water	1	LS	(\$2,310.00)	Water heater not installed
<b>Subtotal Change Order No. 4</b>				<u>\$3,846.15</u>	
<b>Total Change Orders</b>				<u><u>\$14,245.26</u></u>	

**When Recorded Return to:**  
City of Sebastopol  
P. O. Box 1776  
Sebastopol, CA 95473

Recorded for the benefit of the City of Sebastopol  
and exempt from recording fees pursuant to  
Government Code Section 6103.

(Space Above this Line is for Recorder's Use Only)

**NOTICE OF COMPLETION  
Contract 2020-05**

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is owner of the interest or estate below in the property hereinafter described.
2. The full name of the undersigned is the City of Sebastopol, a Municipal Corporation.
3. The address of the undersigned is P. O. Box 1776, Sebastopol, CA 95473
4. The nature of the title of the undersigned is owner in fee.
5. All work of improvement on the property hereinafter described was completed as of October 5, 2021.
6. The name of the original contractor for the work of improvement was Earthtone Construction, of Sebastopol, California.
7. The work of improvement is described as follows:

**Contract No. 2020-02**  
**Sebastopol Community Cultural Center Kitchen Remodel**  
 Original Contract Price: \$71,398  
 Final Contract Price: \$85,643

I am the City Engineer for the City of Sebastopol, a Municipal Corporation, the owner of the indicated interest or estate in the property described above. I make this verification on behalf of the City of Sebastopol. I have read the Notice and know its contents. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

CITY OF SEBASTOPOL  
A Municipal Corporation

Dated: \_\_\_\_\_

\_\_\_\_\_  
Joseph Gaffney, City Engineer