



# NEWPORT BEACH

## City Council Staff Report

October 22, 2024  
Agenda Item No. 12

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** David A. Webb, Public Works Director - 949-644-3311,  
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**PREPARED BY:** Kyle Brodowski, Facilities and Equipment Superintendent - 949-718-3464, kbrodowski@newportbeachca.gov

**TITLE:** Award of On-Call Roofing Maintenance and Repair Services Agreements with Rainy Day Roofing, Inc., and Best Contracting Services, Inc.

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### **ABSTRACT:**

Based on the results of a request for proposals (RFP), staff recommends awarding separate five-year on-call roofing maintenance and repair services agreements to Rainy Day Roofing, Inc., and Best Contracting Services, Inc. The City of Newport Beach's current on-call roofing services agreement with Best Contracting Services, Inc. expires May 1, 2026, and the original not-to-exceed limit (NTE) of \$120,000 is nearly exhausted. The NTE for the new agreements would be \$200,000 for the primary agreement with Rainy Day Roofing, Inc., and \$100,000 for the secondary agreement with Best Contracting Services, Inc. Awarding multiple on-call agreements for this service ensures that the City can efficiently address both emergent and planned work in critical areas without potentially being restricted by a single contractor's schedule and availability.

### **RECOMMENDATIONS:**

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly;
- b) Approve an On-Call Roofing Maintenance and Repair Service Agreement with Rainy Day Roofing Inc., for a five-year term and total amount not-to-exceed of \$200,000, and authorize the Mayor and City Clerk to execute the agreement; and
- c) Approve an On-Call Roofing Maintenance and Repair Service Agreement with Best Contracting, Inc., for a five-year term and total amount not-to-exceed of \$100,000, and authorize the Mayor and City Clerk to execute the agreement.

### **DISCUSSION:**

Staff recommends awarding separate, five-year, on-call roofing maintenance and repair services agreements to Rainy Day Roofing, Inc. and Best Contracting Services, Inc. The NTE would be \$200,000 for the primary agreement with Rainy Day Roofing, Inc. (Attachment A), and \$100,000 for the secondary agreement with Best Contracting Services, Inc. (Attachment B).

These contractors would provide services such as removing and repairing damaged roof shingles, flashing, and vents; detecting and repairing water leaks; and clearing clogged rain gutters, downspouts, and roof drains.

The City's current on-call roofing services agreement with Best Contracting, Inc., expires May 1, 2026, and has a remaining balance of \$9,000. The original NTE of \$120,000 is nearly exhausted due to high service demand and the impact of heavy rains over the past two years, which necessitated emergency repairs at multiple locations.

Over the past three fiscal years, the Public Works Department has spent an average of \$37,000 annually for on-call roofing services. Moving forward, each agreement will be managed by the Public Works Facilities Maintenance Section, but will also be available for use by multiple departments upon request if needed. Staff anticipates spending approximately \$60,000 per year to maintain and repair various roof structures citywide. Major roofing projects will continue to be addressed through Capital Improvement Program projects, with these agreements focusing on emergency and minor on-call repairs.

During the winter season, severe rainstorms often result in simultaneous roof repair emergencies across various sites, making it difficult to secure immediate responses from contractors. To address this challenge and ensure prompt service, staff recommends establishing agreements with two on-call roofing contractors. Awarding multiple on-call agreements for building trades, such as roofing, ensures that the City can efficiently address both emergent and planned work in critical areas without being restricted by a single contractor's schedule and availability. It also ensures responsiveness, competitive pricing, and quality service, while reducing the risks associated with relying on single providers and contractor failure or underperformance. When services are needed, staff will request letter proposals from each contractor to secure the best pricing for each project.

RFP No. 25-06 was published on August 16, 2024, and two proposals were received. The evaluation panel first scored the proposals based on the contractors' qualifications and recent experience in conducting work for contracts of similar scope, complexity and magnitude, particularly for government agencies. Both proposals surpassed the minimum 70% Technical Score component necessary to advance in the selection process to the cost review step. Hourly rates are primarily based on prevailing wage rates and were in line with expectations and past work efforts. Overall evaluation results are shown in the table below.

<b>RFP No. 25-06 Evaluation Results</b>				
<b>Proposer</b>	<b>Technical Score (60)</b>	<b>Cost Ratio Score (40)</b>	<b>Total Score (100)</b>	<b>Overall Rank</b>
Rainy Day Roofing, Inc.	54.33	39.82	94.15	1
Best Contracting Services, Inc.	43.67	35.46	79.13	2

**FISCAL IMPACT:**

The Fiscal Year 2024-25 adopted budget includes sufficient funding for this contract. It will be expensed to the Facility Maintenance and Repair Building account, 0108041-851016 and the Back Bay Science Center Building Maintenance and Repair account, 0108041-851031. Additional funding for this contract will be expensed to the department(s) requesting maintenance and repairs.

**ENVIRONMENTAL REVIEW:**

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

**NOTICING:**

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

**ATTACHMENTS:**

Attachment A – On-Call Services Agreement with Rainy Day Roofing, Inc.

Attachment B – On-Call Services Agreement with Best Contracting, Inc.