

**COUNCIL ACTION FORM**

**SUBJECT: CYRIDE REROOF PROJECT ACCEPTANCE AND FINAL COMPLETION AND RELEASE OF RETAINAGE**

**BACKGROUND:**

CyRide's Reroofing Project (Bid No. 2017-047) was approved on September 28, 2016. Bid plans and specifications called for the replacement of a ballasted type roof covering older areas of the building. Academy Roofing & Sheet Metal of Des Moines, Iowa submitted the low base bid of \$278,500. A bid alternate to replace building skylights was also accepted. The total contract amount was \$307,000.

The roof replacement work began in March 2017 and was substantially complete on April 21, 2017. Project closeout was delayed due to a replacement skylight that was backordered for several weeks and some minor leaks that needed to be repaired. The skylight has now been replaced and all leaks have been repaired to the satisfaction of CyRide staff, the A&E consultant, and the roofing manufacturer.

The following information details the original contract information, payments, remaining balance and retainage amounts.

Original Contract Base Bid Sum	\$278,500
<u>Add Alternate Number 1 (New Skylights)</u>	<u>\$ 28,500</u>
Total Contract Sum	\$307,000
Payment Made To-Date	\$291,650
Unpaid Balance – Retainage (5%)	\$ 15,350

All but the 5% retainage has been paid to-date.

As of September 13, 2017, all conditions of the contract were met by Academy Roofing & Sheet Metal. Therefore, with completion of the project, the project is ready for close out. Close out requirements, and the status of each, for the roof project are described as follows:

- **Punch-List Items** – All items contained in the contract have been completed to the architect's satisfaction.
- **Operating and Maintenance Manuals** – CyRide has received all manuals required to maintain and repair the roof, as well as warranty information.
- **As-Built Drawings** – CyRide has received all drawings as the roof was actually constructed/installed (as opposed to the original design drawings)

- **Lien Waivers** – Academy Roofing & Sheet Metal has submitted all lien waivers as required.
- **Final Pay Application** –CyRide has received an invoice and will pay the balance for retainage of \$15,350.

The Transit Board of Trustees approved acceptance, final completion and release of retainage of CyRide’s Reroof project at their September 20, 2017 meeting.

**ALTERNATIVES:**

1. Accept final completion and approve the release of retainage in the amount of \$15,350 to Academy Roofing & Sheet Metal Company for the completion of the CyRide Reroofing Project.
2. Reject Alternative #1 and direct staff to modify the procurement to reflect City Council priorities.

**MANAGER’S RECOMMENDED ACTION:**

With all documents, lien waivers, and punch list items completed, all conditions of the project have been satisfied, allowing for final acceptance of the project and payment of the retainage amount.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby accepting CyRide’s Reroofing project as complete and releasing the retainage amount of \$15,350 to Academy Roofing & Sheet Metal of Des Moines, Iowa.