



CITY OF SIGNAL HILL

2175 Cherry Avenue • Signal
Hill, California 90755-3799

STAFF REPORT

6/10/2025

AGENDA ITEM

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

**FROM: CARLO TOMAINO
CITY MANAGER**

**BY: THOMAS BEKELE
PUBLIC WORKS DIRECTOR/CITY ENGINEER**

**SUBJECT: PUBLIC WORKS CONTRACT WITH SOUTHLAND ROOFING INCORPORATED FOR
THE CITYWIDE ROOF REPLACEMENT PROJECT**

Summary:

The City of Signal Hill's 2023-2028 Strategic Plan includes the development of a Capital Facility Master Plan to identify current, deferred, and future maintenance needs, providing a framework to guide long-term maintenance investments. On October 24, 2023, the City Council authorized a professional services agreement with Bureau Veritas Technical Assessment LLC to conduct a comprehensive facility assessment of all City-owned buildings and prepare a Facility Master Plan (FMP). The FMP is a strategic framework for prioritizing major repairs needed to maintain City facilities at an optimal service level while providing routine maintenance schedules across all sites. During the evaluation of City facilities, the FMP identified the roofs at the Youth Center, City Hall, and City Yard as needing significant repair and designated them among the highest-priority projects.

Following a comprehensive and competitive bidding process, staff recommends that the City Council award a contract to Southland Roofing Incorporated (Southland), the lowest responsive bidder, for a term of 90 working days and a not-to-exceed budget of \$858,245. Staff further recommends the City Council authorize the City Manager to execute a Public Works Contract with Southland, with construction scheduled to begin in June 2025 and anticipated to be completed by September 2025. The FMP initially estimated a lower replacement cost for this project; however, labor and material costs have increased substantially. Staff proposes a budget transfer from the Facilities Maintenance Services, totaling \$348,549.50, to fully fund the project.

Strategic Plan Goal(s):

Goal No. 4 Infrastructure: Maintain and improve the City's physical infrastructure, water system, and recreational spaces.

Goal No. 5 High-Functioning Government: Strengthen internal communication, recruitment,

retention, systems, and processes to increase the effectiveness and efficiency of City services.

Recommendations:

1. Authorize the City Manager to enter into a Public Works Contract with Southland Roofing Incorporated for the construction of the Citywide Roof Replacement Project, for a term of 90 working days and a not-to-exceed contract amount of \$858,245, in a form approved by the City Attorney.
2. Authorize a contingency of \$85,824.50 and up to a 30-calendar-day extension to accommodate additional scope of work and changes or unforeseen conditions, to be utilized if approved by the Public Works Director, for a total construction budget of \$944,069.50.
3. Adopt a Resolution, entitled:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SIGNAL HILL, CALIFORNIA, AMENDING THE ADOPTED BUDGET AND AUTHORIZING BUDGET APPROPRIATIONS FOR FISCAL YEAR 2024-25.

Fiscal Impact:

The City's Fiscal Year (FY) 2024-25 Capital Improvement Program (CIP) includes three roof replacement projects. The first project is the Youth Center Roof Replacement (Project No. 90.25013), for which the City Council approved \$200,000 as part of the FY 2024-25 budget. The second project is the City Hall Roof Replacement, which was incorporated into the broader City Hall Renovation Project. As part of the FY 2024-25 mid-year budget adjustment, the City Council approved an additional \$200,000 to support this effort. The third project is the City Yard Roof Replacement Project, which was included in the planned scope of work under the FY 2024-25 Facilities Master Plan II.

Last fiscal year, the City established a new strategic reserve called the Facilities Maintenance Reserve as a savings fund for major repair; the Facilities Maintenance Reserve balance is currently \$1,000,000. To fully fund the proposed roof improvements at City Hall, the Youth Center, and the City Yard, staff is requesting approval of a budget transfer of \$348,549.50 from the Facilities Maintenance Reserve to address the remaining funding amount.

Project	Available FY CIP Budget and Reserve	Lowest Responsible Bid
Youth Center Roof Replacement	\$200,000.00	\$393,360.00
City Hall Interior Renovation (Roof Only)	\$200,000.00	\$201,835.00
FY 24-25 Facilities Master Plan Phase II/ City Yard Roof	\$195,520.00	\$263,050.00

Facility Maintenance Reserve	\$348,549.50	
10% Contingency		\$85,824.50
New Citywide Roof Replacement Project	\$944,069.50	\$944,069.50

The proposed contract's total cost is \$858,245 along with the 10% contingency, for a total project cost of \$944,069.50.

Background:

The City's Public Works Department is responsible for the ongoing maintenance of all City facilities. The City's 2023-2028 Strategic Plan includes the development of a Capital Facility Master Plan (FMP) to identify current, deferred, and future maintenance needs and to guide long-term maintenance investments. On October 24, 2023, the City Council approved a professional services agreement with Bureau Veritas Technical Assessment LLC to comprehensively assess all City-owned buildings and prepare a Facility Master Plan (FMP). The FMP serves as a framework to identify and prioritize critical repairs, establish routine maintenance schedules, and support the long-term functionality and efficiency of City facilities.

Analysis:

Staff identified the Youth Center, City Hall, and City Yard roofs as requiring immediate attention and ranked among the highest-priority projects. The roofs at all three sites have exceeded their useful life, which typically ranges from 25 to 35 years. Each building continues to experience recurring leaks during the rainy season, resulting in increased workload for staff and a growing need for costly emergency repairs. The recommended scope of work for each roof varies based on each facility's condition and repair needs.

Consistent with the City's Purchasing Guidelines, contracts above a certain threshold require City Council approval. Upon completing design plans and specifications, on February 26, 2025, the City posted a Notice Inviting Bids at the City's public notice locations, sent the notice to subscribers through the City's website, and posted the information on PlanetBids via the City's portal. The following table lists the bids received by the bid due date of March 24, 2025:

Contractor	Bid Total
Southland Roofing Incorporated	\$858,245
Chapman Coast Roof Co., Inc.	\$987,692
Danny Letner, Inc., dba Letner Roofing Company	\$991,200
AME Builders, Incorporated	\$998,800
Courtney Inc - Roofing	\$1,051,000
C.I. Services, Incorporated	\$ 1,085,559
Chambers Inc., dba Roof Construction	\$ 1,149,490
Rite-Way Roof Corporation	\$ 1,193,495
Commercial Roofing Systems	\$1,249,311

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Southland Roofing Incorporated (Southland), the lowest bidder, submitted all required documents before the bid deadline. Staff verified that Southland holds the necessary licenses to perform the proposed work under this contract. Staff also conducted reference checks on the company's listed projects in the Statement of Qualifications, confirming Southland as the lowest responsive and responsible bidder.

Reviewed for Fiscal Impact:

Siamlu Cox

Attachments:

- A. Contract
- B. Resolution 2025-06-XXXX