



February 7, 2025

TO: Board of Directors

**SUBJECT: February 14, 2025 Board Meeting
AGENDA ITEM 5
APPROVAL OF CHANGE ORDER TO CONTRACT C25-007
ROSEVILLE FLOORING, INC DBA CALIFORNIA RENOVATION**

CONTACT PERSON: Josh Palmer, Asset Management and Facilities Maintenance Director
Frank Czajka, Construction & Rehabilitation Manager

RECOMMENDATION:

Staff recommends the Board adopt a resolution authorizing the Executive Director to approve a change order on the flooring contract C25-007 with Roseville Flooring, Inc dba California Renovation in the amount of \$350,000 for new flooring in various units across CADA properties.

BACKGROUND

CADA awarded a contract to Roseville Flooring, Inc dba California Renovation on October 1, 2024 in the amount of \$375,000 for installation of new flooring in various locations across CADA properties. The contract called for replacing existing flooring with Laminated Vinyl Plank (LVP) flooring in cases where the existing flooring is deeply worn or damaged carpet and/or tile. Replacing the flooring with LVP has been determined to extend the life of the flooring and significantly enhance the appearance and rentability of the units. Baseboards are also replaced with the new installation of flooring, increasing to six-inch baseboards. According to the contract the contractor is responsible for any repairs to holes in the subfloor, should damage occur during installation. Additional work requires a change order at the approval of the Facilities Maintenance Director or assignee. If the Board authorizes the recommended change order, there will be adequate resources to continue with appropriate unit turnovers both in process and anticipated. When units become vacant, staff inspect the condition of the existing flooring. If it is determined that the existing flooring is no longer serviceable, staff will direct the contractor under this contract to replace the flooring with the LVP as prescribed in the contract. Staff has determined flooring to be the finish item with greatest consistent need for replacement amongst CADA units and so is recommending this change order to allocate additional funding from the unit rehabilitation budget.

POLICY

This item comes before the Board because the current contract amount and the proposed change order both exceed the Executive Director's \$100,000 contract approval authority.

STRATEGIC PLAN

The proposed action addresses the following 2024-2029 CADA Strategic Plan goals: "Ensure fiscal strength and operational excellence." This change order will help lower vacancy rates and ensure customer satisfaction of CADA housing.

FINANCIAL IMPACTS

The total contract amount, with the addition of the requested \$350,000 for the change order, is \$725,000. As part of the Board's approval of the CADA annual budget, \$375,000 was allocated for housing unit rehabilitation across the CADA portfolio out of the C25 FY 2024-2025 Capital Investment Program — Major Construction Budget. Due to flooring being the most consistent item that requires rehabilitation upon unit turnovers and based on projected need, staff is recommending to put the \$375,000 into this contract.

ENVIRONMENTAL ISSUES

This item does not require CEQA review or certification. This project falls under the categorical exemption for existing facilities in class 1, section 15301. Class 1 consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use.

Attachment:

1. Resolution XX-XX: Approval of Change Order to Contract C25-007 Roseville Flooring, Inc Dba California Renovation.

RESOLUTION NO. 25 – 06

Adopted by the Capitol Area Development Authority

February 14, 2025

**RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO
ENTER INTO A CHANGE ORDER TO CONTRACT C25-007 WITH
ROSEVILLE FLOORING, INC. DBA CALIFORNIA RENOVATION**

WHEREAS, in October 2024 the Executive Director entered into a \$375,000 contract with ROSEVILLE FLOORING, INC. DBA CALIFORNIA RENOVATION to replace flooring at various CADA property locations;

WHEREAS, CADA staff is recommending a change order to the ROSEVILLE FLOORING, INC. DBA CALIFORNIA RENOVATION contract totaling \$350,000 as it is necessary in order to replace existing flooring in unit turnovers to meet CADA housing quality standards and unit marketability; and

WHEREAS, the new contract amount will total \$725,000, which exceeds the Executive Director's \$100,000 contract approval authority.

NOW, THEREFORE, BE IT RESOLVED, by the Capitol Area Development Authority

1. That the Executive Director is authorized to enter into Change Order #1 with ROSEVILLE FLOORING, INC. DBA CALIFORNIA RENOVATION in the amount of \$350,000.

Ann Bailey, Chair

ATTEST:

Tara Gandara
Secretary to the Board of Directors