

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: August 20, 2025

To: Mayor and Town Council
From: Denise Alcala, Management Analyst
Subject: Acceptance of Work for the Bluebird Paving Project 2025

Recommendation to Council:

Adopt a resolution accepting the contract work performed by Michael Paul Company, Inc., for the construction of the Bluebird Paving Project 2025 and directing the Town Clerk to record a Notice of Completion.

Strategic Plan Element:

The recommended action supports the goal of Infrastructure. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations.

Background:

The Bluebird Center located at 25 Bluebird Drive is comprised of four buildings. Two buildings are leased to the non-profit organization Nuestra Comunidad, which provides countywide disaster and emergency preparedness services and training to the community. The other two buildings are used for the Town of Windsor Montessori Preschool program.

On October 8, 2024, the Sonoma County Board of Supervisors authorized \$421,745 from the District 4 Infrastructure Funds to support the disaster and emergency preparedness work of Nuestra Comunidad through the Bluebird Center Resiliency Hub ADA Paving Project. The scope of the project included drainage, undergrounding utilities, applying new asphalt, pavement marking and grading preparation for Low Impact Development Features (LID). The installation of the landscaping in the LID features was completed as a sperate project to help reduce overall costs and was funded by the Town. Adobe Associates, Inc completed the site surveys, engineering design and necessary permitting on the project for a not-to-exceed amount of \$43,000. The remaining \$378,745 was allocated for construction.

The project went out to formal bid and on May 21, 2025, the Council awarded the Bluebird Paving Project 2025 to Michael Paul Company, Inc. in the amount of \$330,000 with a 10% contingency of \$33,000 for a not to exceed amount of \$363,000. The project began on June 4, 2025. As the work progressed, several unforeseen underground utility issues were uncovered. In order to address these issues and complete the project, Council approved an increase of the contingency amount to \$48,745 and not to exceed amount to \$378,745 at their July 16, 2025, meeting.

There were eight change orders totaling \$47,489.97 during construction which increased the Michael Paul Company, Inc. contract total to \$377,489.97. The chart below represents the actual expenses incurred during the term of the contract:

Contractor - Michael Paul Company, Inc.	Agreement/Change Order Amount
Original Contract	\$ 330,000.00
Change Order #1	\$ 14,866.49
Change Order #2	\$ 3,746.11
Change Order #3	\$ 3,034.47
Change Order #4	\$ 10,545.60
Change Order #5	\$ 5,149.56
Change Order #6	\$ 739.16
Change Order #7	\$ 7,716.86
Change Order #8	\$ 1,691.72
Total	\$ 377,489.97

Discussion:

Staff has determined that the work specified in the contract was substantially completed on July 29, 2025, and is recommending Council accept the Bluebird Paving Project 2025 as complete.

Fiscal Impact:

There is no fiscal impact associated with the proposed action.

Environmental Review:

The project is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15301 because it consists of replacement or reconstruction of existing structures and facilities.

Attachment(s):

1. [Resolution - Acceptance of Work - Michael Paul Company, Inc.](#)
2. [Notice of Completion - Michael Paul Company, Inc.](#)

Prepared by:

Denise Alcala
Management Analyst

Reviewed by:

Olivia Lemen
Parks and Recreation Director

Nick Walker
Administrative Services Director

Approved by:

Jon Davis
Town Manager