

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: June 4, 2025

To: Mayor and Town Council
From: Denise Alcala, Management Analyst
Subject: Approve Plans and Specifications, Award Major Construction Agreement, and Adopt a Resolution for the Community Center Improvements Project 2025

Recommendation to Council:

1. Approve the plans and specifications and award a Major Construction Agreement to NG Builder Company in the amount of \$333,443 for construction of the Community Center Improvements Project 2025 and authorize the Town Manager to execute said construction contract and any required construction change orders up to 15% of the project agreement amount, on behalf of the Town.
2. Adopt a resolution amending the approved Fiscal Year 2024-25 budget in the amount of \$179,460 (a total project budget of \$383,460) for construction of the Community Center Improvements Project 2025.

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 Parks and Facilities Maintenance Division is responsible for the maintenance and preservation of the Town's 153 acres of park and streetscape areas and 91,000 square feet of facilities amenities. Maintenance and preservation include updating and expanding facilities in order to provide affordable, accessible facilities for the recreational needs of the public.

On June 21, 2023, Council adopted the 5-Year Capital Improvement Program (CIP) for Fiscal Years 2023-2028 which included the Windsor Community Center Improvements Project (Project). The Project provides minor upgrades to the interior of the building and more substantial upgrades to the exterior of the building which would increase rental and program capabilities. No major improvements other than preventative maintenance have been completed to the facility in recent years.

The Windsor Community Center (Center), located at 901 Adele Drive, was built in 1995. The building is 6,593 square feet and is comprised of two adjoining meeting rooms, stage, patio, foyer, and commercial kitchen. The Center is a multi-purpose functioning building that supports recreation programming, preschool, youth camps, after-school and evening programs, and serves as a social event rental space for the community. The adjacent Lakewood Meadows Park includes 4.5 acres, two play structures, one full basketball court, and open turf area.

In November 2024, staff began working with John Howland Architect to provide architectural and design services for the Project. The Project scope included interior upgrades of new flooring and paint.

The exterior upgrades included patio work to address the damage to the patio and building caused by tree roots. The Project will involve demolition and removal of the concrete trellis and patio; installation of a root barrier to mitigate future root damage; installing a new expanded concrete patio and fencing; installing a new 16' x 34' metal canopy structure with lighting, electrical outlets and inground drainage; and planting four (4) new trees.

There were two Add Alternates in the bid scope for this project; Alternate No. 1 to refinish the cabinets in the Renee Room, and Alternate No. 2 for site furnishings (planter boxes and a sandbox). The original project scope included LED lighting and window upgrades, but staff and the design consultant removed these items to remain within the approved budget and in anticipation of rising construction costs and inflation since the Project budget was developed.

The adopted Fiscal Year 2024-25 budget for the Project is \$240,000 which includes design and construction. Design costs and other minor miscellaneous costs were \$36,000 leaving \$204,000 to complete construction.

Discussion:

On May 5, 2025, a bid opening was held for the Community Center Improvements Project 2025. One bid was received as follows:

Bidder	Bid
NG Builder Company	\$325,782

The bid included Alternate No. 1 for \$7,661.20 and Alternate No. 2 for \$8,448.12. Staff is recommending Council approve a Major Construction Agreement with the lowest bidder, N G Builder Company, for the construction of the Community Center Improvements Project 2025 and Alternate No. 1 for a total project construction cost of \$333,443 plus 15% contingency. Staff is also recommending approving a budget amendment in the amount of \$179,460 from the Measure M – Parks for All Fund to cover the increased cost of construction. Staff will look for grant funding to cover Alternate No. 2 for the site furnishings.

Fiscal Impact:

The total fiscal impact of the proposed project will encumber up to \$333,443 plus 15% contingency (NTE \$383,460) for fiscal year 2024-25 based on sufficient appropriations of \$204,000 of the General Capital Replacement Fund-Facilities along with allocating an additional \$179,460 in the Measure M – Parks Fund in the Council approved fiscal year budget.

Funding Source	Not to Exceed Amount
Capital Replacement Fund - Facilities	\$204,000
Measure M - Parks Fund	\$179,460
Construction Project Total	\$383,460

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. Community Center Improvements Project 2025 - Bid Package, Plans and Specifications](#)

2. Major Construction Agreement with N G Builder Company

3. Resolution - Budget Amendment

Prepared by:

Denise Alcala

Management Analyst

Reviewed by:

Olivia Lemen

Parks and Recreation Director

Reviewed by:

Nick Walker

Administrative Services Director

Approved by:

John Davis

Town Manager