

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: January 7, 2026

To: Mayor and Town Council
From: Rich Metcalfe, Project Manager
Subject: Acceptance of Work for the Wastewater Treatment Facility Corporation Yard Site Improvements

Recommendation to Council:

Adopt a resolution accepting the work performed by Peter's Excavation, Inc., for the construction of the Wastewater Treatment Facility Corporation Yard Site Improvements 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:

Originally constructed in the late 1960s, the Water Reclamation Facility (WRF) office is a two-story building that is currently used for approximately 1200 square feet of record storage, 500 square feet staff restroom/locker room, and 2000 square feet encompassing a control room, computer server room, and workspace for 14 Operations, Maintenance, and Environmental Services staff. Staff regularly experience electrical, plumbing, roof, and HVAC failures, which interfere with routine and emergency operations of the WRF. The structure is built on top of an abandoned wet well and the structural stability of the building in the event of a natural disaster or seismic event is expected not to meet current seismic standards. The failure of this building would compromise the operation of the WRF. As an alternative to costly renovation or replacement of the building, temporary office trailers are being installed to ensure the continued operation of the WRF, and safety of the staff should we have any failures of the existing building.

On July 29, 2024, a bid opening was held for site preparation to accommodate the temporary offices. Three bids were received, and the bid amounts ranged from \$715,095.00 to \$1,020,020.40. The lowest bid of \$715,095 was almost double the Engineer's estimate of \$374,430. After some discussion, Public Works staff concluded that the current economic conditions warranted rebidding the project, with Council's approval on August 21, 2024.

On April 29th, 2025, a second bid opening took place for the required site work within the Public Works Corporation Yard. This site work was bid in two parts; the base bid which included a joint utility trench for electrical and communications, potable water connection, sewer connection, and minimal paving to accommodate staff parking at the portable office trailers. To keep costs down, a second or alternate bid was included and was comprised of additional work within the corporation yard to accommodate equipment and material storage, as well as an area reserved for refuse bins. These alternate bids ranged in price from approximately \$215,000 to \$327,000. Due to the added cost of this

extra work, staff recommended that no alternate bid work be awarded at that time.

Discussion:

For the base bid, staff received a total of four (4) bids, with a low bid of \$413,513, from Peter’s Excavation. Inc. On June 4, 2025, Council voted to award a construction agreement to Peter's Excavating, Inc. for the work, which was executed on July 1, 2025. Two contract change orders (CCOs) were submitted, one for regrading of a storm drain swale to make the flow lines work and the second for some utility adjustments, increasing the overall project cost by 1.9% or \$7,846.57. The final contract amount is \$421,359.57. Staff has determined that the work specified in the contract has been completed in accordance with the terms and conditions of the contract. The project was completed on 10/22/2025 and within the approved budget.

Fiscal Impact:

There is no fiscal impact associated with the proposed action.

Environmental Review:

This action does not constitute a “project” within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and required no environmental review. A Notice of Exemption for the project was filed with the County Clerk of the County of Sonoma on September 2, 2025

Attachment(s):

- 1. [Resolution - Accept Work WWTF Corp Yard Improvements](#)
- 2. [Location Map](#)
- 3. [Notice of Completion - WWTF Corp Yard Improvements](#)

Prepared by:

Rich Metcalfe
Project manager

Reviewed by:

Carl Euphrat
Deputy Director of Engineering

Shannon Cotulla
Public Works Director/Town Engineer

Approved by:

Jon Davis
Town Manager