

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: February 11, 2009

TO: MERA Executive Committee

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM C-1: FORBES RESERVOIR COUNTY FACILITIES
DEMOLITION: AWARD OF BILL AND CONTRACT

Recommended Action: Authorize the Executive Officer to proceed with the Public Project Informal Bid Process to Demolish County Facilities at Forbes Reservoir and Recommend Award of Bid and Approval of Contract to the MERA Executive Committee and Board subject to MMWD approval and approval as to form by legal counsel.

Background: On December 17, 2008, the MERA Board approved a professional services contract with PES Environmental, Inc., to assist the Executive Officer with the County facilities demolition and site restoration project at Forbes Reservoir as required by MERA's lease with MMWD. The contract, which has now been executed, provides for pre-demolition and planning activities, site demolition assistance, underground storage tank removal, and reporting. In accordance with State and Marin County Public Contracts Codes, I am developing the Notice to Qualified Contractors inviting sealed bids for demolition services with input from PES, MMWD, and legal counsel. MERA will utilize the County's list of qualified bidders and its own to receive the notice. The mailing of notices will be completed not less than ten (10) days before the bids are due. Engineers' cost estimate for the work is \$50,000. Bidders' attendance at a pre-bid site walk will be mandatory. Award of the contract will be to the lowest responsible bidder whose proposal complies with stated requirements and will be within thirty (30) days after receipt of proposals. Based on the final timeline for the bid process, award of the bid and contract will be presented to the Executive Committee and Board at regular or special meetings, if needed, to complete the work within MMWD's schedule.