

## STAFF REPORT

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**Date:** March 26, 2025

**To:** Mayor and City Council

**Through:** Jackie Bryant, City Manager

**Subject:** Staff Report (For Possible Action): Award of Contract to CTR Roofing Ltd. for the Reno Event Center Roof Resealing Project in an amount not to exceed \$329,065. (Two-thirds majority voting requirement) (Capital Projects Room Surcharge Fund) [Ward 1]

**From:** Justin George, Senior Civil Engineer

**Department:** Public Works

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**Summary:**

The roof membrane of the Reno Event Center is nearly 20 years old and is no longer watertight. This creates risk for damage to the facility after storm events. Resealing of the roof is needed to eliminate damage from leakage and extend the lifespan of the roof. This project was identified as a high priority in the FY25 capital maintenance plan. On March 4, 2025, the Capital Projects Room Surcharge Committee authorized up to \$1,147,142.19 from the Capital Project \$2 Room Surcharge Tax Fund for labor and materials for the Reno Event Center roof repairs.

This item is for the installation of the roofing materials. Staff conducted a public bid for this project in February. Five responsive bids were received and opened on February 27, 2025. CTR Roofing Ltd. submitted the best bid pursuant to the requirements established in Nevada Revised Statute (NRS) Chapter 338. Staff recommends Council award the contract to CTR Roofing Ltd. for Reno Event Center Roof Resealing project in an amount not to exceed \$329,065 which includes \$29,915 in contingency.

Also, on this agenda as a separate item is the purchase of the roofing materials. A cost-effective way to complete roofing projects is to purchase the roofing materials directly from manufacturers using co-operative purchasing agreements and then publicly bidding for the labor to install the roofing materials. This is typical practice for the City and other agencies in the region.

<b>Consent Review</b>	<b>Yes</b>	<b>No</b>
1. Is this item an annual or standard item that comes before Council for regular approval?		<b>X</b>
2. Is this item an agreement required based on an item previously approved by Council?		<b>X</b>
3. Is this item included in the current budget approved and adopted by Council?	<b>X</b>	
<b>Other Considerations</b>		
What percent of the total City budget does this item represent?	<b>0.03%</b>	

**Alignment with Strategic Plan:**

Infrastructure, Climate Change, and Environmental Sustainability

**Previous Council Action:**

January 8, 2025 – Council approved Roofing Services Proposal with Garland/DBS Inc. for roof thermo-graphic assessment at the Reno Event Center in an amount not to exceed \$3,660

**Background:**

The Reno Event Center is located at 400 University Way. The Reno Event Center was opened in 2005. The roofing system is experiencing deterioration from normal wear and tear and due to weather and ultraviolet radiation from the sun. Resealing the roof membrane will extend the life of the roofing system allowing upcoming roof replacement projects to be deferred.

**Discussion:**

The following capital expenditure is necessary to protect this City facility. A capital maintenance expenditure is considered an expense that exceeds \$10,000, is generally rehabilitative in nature, and is required to keep the facility in good operating condition.

The roofing system on the Reno Event Center is original to the building and has not required any major repair up to this point. The typical life span of a roofing system in northern Nevada is 15 to 20 years due to the differing conditions faced season to season. Roofing systems are subject to extreme weather conditions from rain, hail, snow and wind in winter to dry, heat and sun exposure in the summer. The roof on the Reno Event Center has lasted 20 years.

This roof membrane resealing project is required to extend the life of the existing roof membrane on all roof levels and keep water from intruding into the building, which meets the qualifications of a capital maintenance expense.

On March 4, 2025, the Capital Projects Room Surcharge Committee authorized up to \$1,147,142.19 from the Capital Project \$2 Room Surcharge Tax Fund for labor and materials for the Reno Event Center roof repairs.

Staff conducted a public bid for this project in February, see Table 1 for bid results. Five responsive bids were received and opened on February 27, 2025. CTR Roofing Ltd. submitted the best bid pursuant to the requirements established in Nevada Revised Statute (NRS) Chapter 338. CTR Roofing Ltd. is a local contractor licensed in Nevada and has successfully completed previous roofing projects for the City.

**Table 1 – Bid Summary**

<b>Bid</b>	<b>Contractor</b>	<b>Amount</b>
EE	Engineers Estimate	\$ 250,000
1	CTR Roofing Ltd	\$ 299,150
2	Western Single Ply	\$ 316,875
3	702 Roofing LLC	\$ 577,489
4	Dri Tech LLC	\$ 780,620
5	Brazos Thermal Systems, Inc.	\$ 973,500

The scope of work includes resealing the entire roofing membrane along with other ancillary roof repairs to return the roof system to good condition.

Also on this agenda is an item to approve the purchase of roof resealing materials in the amount of \$814,417.19. The combined project cost for materials and labor is \$1,143,482.19.

Staff recommends Council award the contract to CTR Roofing Ltd. for the Reno Event Center Roof Resealing project for \$329,065 which includes a \$29,915 contingency for unforeseen items encountered during construction.

**Table 2 – Recommended Bid Award**

CTR Roofing Ltd.	\$ 299,150
Contingency	\$ 29,915
<b>Bid Award</b>	<b>\$ 329,065</b>

The consequences of not awarding this contract include deferring necessary roof repairs which could allow water leaks into the building damaging infrastructure inside the Reno Event Center. This project would also require re-bidding labor and re-quoting materials which could increase the costs due to not bidding at a favorable time of year for this type of work.

**Financial Implications:**

Funding for this project comes from the Capital Projects \$2 room tax surcharge.

**Legal Implications:**

Legal review completed for compliance with City procedures and Nevada law. This Contract was competitively bid in accordance with Chapter 338 of the Nevada Revised Statutes (NRS). CTR Roofing Ltd. submitted the best bid and maintains the proper license to perform the project. The surcharge of \$2 must be used solely to pay the cost of improving and maintaining publicly owned facilities for tourism and entertainment in the district. A two-thirds majority vote is required for approval.

**Recommendation:**

Staff recommends Council award the contract to CTR Roofing Ltd. for the Reno Event Center Roof Resealing project in an amount not to exceed \$329,065 and authorize the Mayor to sign the contract.

**Proposed Motion:**

I move to award the contract to CTR Roofing Ltd. for the Reno Event Center Roof Resealing project in an amount not to exceed \$329,065 and authorize the Mayor to sign the contract.

**Attachments:**

Contract with CTR Roofing Ltd.