

STAFF REPORT

Date: January 17, 2024

To: Mayor and City Council

Thru: Doug Thornley, City Manager

Subject: Staff Report (For Possible Action): Award of Contract to CTR Roofing Ltd. for the National Bowling Stadium (NBS) Roof Levels 3, 4, and 5 Repair project in an amount not to exceed \$181,550. (Two-thirds majority voting requirement) (Capital Projects Room Surcharge Fund)

From: Justin George, Senior Civil Engineer

Department: Public Works

Summary:

The roof parapet on three of the five roof levels of the National Bowling Stadium (NBS) is no longer watertight and has the potential for water to leak into the facility during and after storm events. The metal coping cap has failed, and the roofing membrane is not providing a barrier to water from rain and snow. A capital maintenance project is required to replace the metal coping cap and repair the roofing membrane.

On December 19, 2023, the Capital Projects Surcharge Advisory Committee authorized up to \$500,000 from the \$2 Room Surcharge Tax Capital Project Fund for labor and materials for the NBS roof repairs.

Staff conducted a public bid for this project. Four bids were received and opened on December 14, 2023. CTR Roofing Ltd. submitted the lowest responsive and responsible bid pursuant to the requirements established in Nevada Revised Statute (NRS) Chapter 338.

Staff recommends Council award the contract to CTR Roofing Ltd. for the NBS Roof Levels 3, 4, and 5 Repair in an amount not to exceed \$181,550 which includes \$16,000 in contingency.

Consent Review	Yes	No
1. Is this item an annual or standard item that comes before Council for regular approval?		X
2. Is this item an agreement required based on an item previously approved by Council?		X
3. Is this item included in the current budget approved and adopted by Council?		X
Other Considerations		
What percent of the total City budget does this item represent?		0.02%

Alignment with Strategic Plan:

Infrastructure, Climate Change, and Environmental Sustainability

Previous Council Action:

May 25, 2023 - the City of Reno (City), the Reno-Sparks Convention and Visitors Authority (RSCVA), and the United States Bowling Congress (USBC) executed the Sixth Amendment to the Agreement to move the USBC 2025 Women’s Tournament event from 2025 to 2028 and the 2030 Women’s Tournament to 2033.

January 31, 2023 - the City, RSCVA, and USBC executed the Fifth Amendment to the Agreement to add a Women’s Tournament at the NBS in the year 2024.

May 19, 2022 - the City, RSCVA, and USBC executed the Fourth Amendment to the Agreement to include bowling tournaments at the NBS until 2032 and remove and replace the bowling lanes by 2029.

November 6, 2020 - the City, RSCVA, and USBC executed the Third Amendment to the Agreement.

January 7, 2015 - the City, RSCVA, and USBC executed the Second Amendment to the Agreement.

February 11, 2014 - the City, RSCVA, and USBC executed the First Amendment to the Agreement.

June 13, 2012 - the City, RSCVA, and USBC entered into the Agreement.

Background:

The NBS was opened in 1995. There are five levels of roof at the NBS (Figure 1). The roofing membrane on the top three levels (3, 4, and 5) was replaced in 2008 with a 20-year

warranty. The roofing membrane on the bottom two levels (1 and 2) was replaced in 2013 with a 20-year warranty. Repairs were recently completed in early 2023 on the bottom two levels.



Figure 1. NBS Roof Tiers

Discussion:

The following capital expenditures are 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 roof membrane labor and materials are required to keep water from intruding into the building and meet the qualifications of a capital maintenance expense.

On December 19, 2023, the Capital Projects Surcharge Advisory Committee authorized up to \$500,000 from the \$2 room tax surcharge fund for NBS roof labor and materials.

Staff conducted a public bid for this project. Staff received and opened four bids for the NBS Roof Levels 3, 4, and 5 Repair project on December 14, 2023. CTR Roofing Ltd. submitted the lowest responsive and responsible bid pursuant to the requirements established in NRS Chapter 338. CTR Roofing is a local contractor licensed in Nevada.

The Base Bid includes the installation of a new coping cap system, parapet wall membrane, and repair of all tears, rips, and defects in the existing system. The engineer’s estimate for this project was \$200,000.

Table 1 – Bid Summary

Bid	Contractor	Amount
1	CTR Roofing Ltd.	\$ 165,550
2	State Roofing Systems	\$ 234,600
3	D&D Roofing	\$ 249,999
4	Western Single Ply	\$ 433,817

Staff recommends awarding the contract to CTR Roofing Ltd. for the NBS Roof Levels 3, 4, and 5 Repair project for \$181,550 which includes a \$16,000 contingency for unforeseen items encountered during construction.

Table 2 – Recommended Bid Award

CTR Roofing Ltd. (Base Bid)	\$165,550
Contingency	\$16,000
Bid Award	\$181,550

Financial Implications:

Funding for this project comes from the \$2 Room Surcharge Tax Capital Project Fund.

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 NRS. CTR Roofing Ltd. submitted the lowest responsive and responsible 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 National Bowling Stadium Roof Levels 3, 4, and 5 Repair project in an amount not to exceed \$181,550 and authorize the Mayor to sign the contract.

Proposed Motion:

I move to approve staff recommendation.

Attachments:

Contract

Presentation