



Item No. 15 Town of Atherton

CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL
GEORGE RODERICKS, CITY MANAGER**

THROUGH: ROBERT OVADIA, PUBLIC WORKS DIRECTOR

FROM: SALLY BENTZ, PARK MANAGER

DATE: OCTOBER 17, 2018

SUBJECT: AWARD A CONTRACT FOR THE RESURFACING OF THREE TENNIS COURTS AND A CONTRACT FOR MAINTENANCE OF THE CLAY COURT AT HOLBROOK PALMER PARK; DIRECT THE CITY ATTORNEY TO PREPARE THE CONTRACT AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE CONTRACT ON BEHALF OF THE TOWN

RECOMMENDATION

- 1) Award a contract for resurfacing of three tennis courts at Holbrook Palmer Park to the lowest responsive bidder, Saviano Company Inc. of San Jose for \$25,000 and authorize change orders up to \$2,500; direct the City Attorney to prepare the contract; and authorize the City Manager to execute the contract on behalf of the Town.
- 2) Award the contract for maintenance of the clay tennis court at Holbrook Palmer Park to Saviano Company Inc. to maintain the clay court once every year for 3 years, at a cost of \$2,500 each year.

BACKGROUND

Per the Town's agreement with Player Capital Tennis for Tennis Facility Management Services, The Town is responsible to keep the tennis courts secure and in a playable condition. The Town is also responsible to manage the resurfacing of the non-clay courts every 3-5 years as needed. The tennis courts were last resurfaced by First Serve Productions, Inc, in 2015.

At the July 11, 2018 Parks and Recreation Committee meeting the members discussed the condition of the tennis courts and advised that the condition of the courts are diminishing and that the large cracks should be taped and the five (5) non-clay courts resurfaced to ensure that the courts last longer without having to be reconstructed. The new clay court requires annual maintenance treatments to keep the court in a playable condition.

The agreement with Player Capital Tennis provides \$40,000 annually to the Tennis Fund for the Town's maintenance activities associated with the Tennis Courts. The Town's budget is insufficient to tape and resurface all five non-clay courts at this time. The Committee recommended, based on the condition of the courts, that courts 1, 2, and 6 be resurfaced this year, with courts 4 and 5 following next year (see attached map).

ANALYSIS

The Park Manager administered informal quotes process and solicited three companies for quotes to tape and resurface courts 1, 2, and 6. Only two companies provided bids for to tape and resurface the courts as follows:

<u>CONTRACTOR</u>	<u>LOCATION</u>	<u>BID</u>
Saviano Company Inc.	San Jose	\$25,000
First Serve Productions	Danville	\$48,780
National Surfacing Co.	Emeryville	No Response

Staff was only able to locate one local company that could provide maintenance services for the clay tennis court, Saviano Company Inc. Staff recommends Council award the Clay Court Maintenance contract to Saviano Company Inc., to provide a maintenance treatment to the clay court once every year for 3 years. Each annual maintenance treatment will be in the amount of \$2,500. The time of year for the maintenance treatment will be mutually agreed by staff and Player Capital Tennis and coordinated with the Contractor's availability.

Staff also recommends Council authorize staff to process construction contract change orders up to 10% of the contract amount to address any for unforeseen issues.

COMMUNITY NOTIFICATION

Staff and Player Capital Tennis will widely publicize the closure of the 3 courts and clay court using the Town's website and the Town's electronic news flash notification system. The town will e-mail all key holders with closures. Player Capital Tennis responsibilities include: posting at the Tennis Board and maintaining the reservation system with updates of the closed courts.

POLICY FOCUS

From a policy perspective, it is important to maintain the courts in a playable condition and it is less expensive to tape and resurface the tennis courts than to reconstruct the courts.

FISCAL IMPACT

The funding for this comes out of the Tennis Fund-105.

PUBLIC NOTICE

Public notification was achieved by posting the agenda, with this agenda item being listed, at least 72 hours prior to the meeting in print and electronically. Information about the project is also disseminated via the Town's electronic News Flash and Atherton Online. There are approximately 1,200 subscribers to the Town's electronic News Flash publications. Subscribers include residents as well as stakeholders – to include, but be not limited to, media outlets, school districts, Menlo Park Fire District, service providers (water, power, and sewer), and regional elected officials.

ATTACHMENTS

Map of Tennis Courts

