**SLEEPY HOLLOW FIRE PROTECTION DISTRICT**

**STAFF REPORT**

To: District Board Members

From: Thomas J. Finn, District Director/Secretary, as Staff

Date: for June 2, 2022 Regular Meeting

Subject: Proposal re: Issuance of Notice Inviting Bids for Construction of FireSmart Public Demonstration Garden at Sleepy Hollow Community Center (the “Garden”)

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**RECOMMENDATION**: Staff is recommending the following actions:

1. Adopt Resolution authorizing the Board Secretary to issue and publish a *Notice Inviting Bids* for the furnishing of all labor, materials, and equipment, and the performing of all work necessary and incidental for the installation and construction of the Garden; and

2. Authorize the Board Secretary to make final changes to the *Notice Inviting Bids* that are consistent with the Resolution authorized; to issue, publish, and advertise the Notice Inviting Bids and any other documents reasonably necessary to effectuate the provisions of the Resolution; and to take all actions, on behalf of District, to enter into any amendments or modifications (including, without limitation, any exhibits) to the *Notice Inviting Bids*, all subject to final review and approval by the District’s counsel.

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**BACKGROUND**

On March 5, 2021, the District Board of Directors passed Resolution No. 2022-1 approving and adopting (1)an *Agreement for Professional Services* with Ann Baker Landscape Architect for professional services in connection with the design and installation of the Garden; and (2)a *Real Property License Agreement* with the Sleepy Hollow Charitable Foundation (“SHCF”) that gives the District the right to occupy and use certain areas of the Sleepy Hollow Community Center property for Garden purposes only. The District now desires to proceed with construction of the Garden.

Section 20813 of the California Public Contract Coderequires that all contracts entered into by fire districts for the construction or completion of any building, structure, or improvement, when the expenditure required for the work exceeds $10,000, shall be contracted for and let to the lowest responsible bidder following notice. The first publication or posting of the notice shall be at least 10 days before the date of opening the bids. Notice shall be published at least twice, not less than 5 days apart, in a newspaper of general circulation in the district, or if there is none, it shall be posted in at least three public places in the district. The notice shall distinctly state the work to be done.

The District has not adopted the California Uniform Construction Cost Accounting Procedures (“UCCAP”) and has no current plans to do so. However, Staff has utilized certain definitions and provisions of the UCCAP which are considered good public procurement practices in California, including the use of Informal Bidding Procedures for public projects set forth in Section 22032(b) of the California Public Contract Code for projects greater than $10,000 and less than $200,000.

**NEXT STEPS**

Today it is recommended that you:

1. Adopt a Resolution authorizing the District Secretary to issue and publish a *Notice Inviting Bids* substantially in the form of Exhibit A attached hereto for the furnishing of all labor, materials, and equipment, and performing all work necessary and incidental for the construction of the Garden; and

2, Authorize the District Secretary to make such final changes to the *Notice Inviting Bids* as are consistent with the Resolution and to execute and publish that *Notice Inviting Bids*.

Please let me know if you have any questions or concerns.