



STAFF REPORT

AGENDA NO: 9j

MEETING DATE: October 6, 2025

To: Honorable Mayor and City Council

Date: October 6, 2025

**From: Syed Murtuza, Director of Public Works – (650) 558-7230
Weizhi Cheng, Senior Civil Engineer – (650) 558-7230**

Subject: Adoption of a Resolution Awarding a \$648,880 Construction Contract to Marina Mechanical Services for the Public Works Corporation Yard Energy Management System Upgrade Project, City Project No. 85360, and Authorizing the City Manager to Execute the Construction Contract

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution awarding a construction contract to Marina Mechanical Services for the Public Works Corporation Yard Energy Management System (EMS) Upgrade Project, in the amount of \$648,880, and authorizing the City Manager to execute the construction contract.

BACKGROUND

The City Council has authorized funds in the Capital Improvement Program to modernize the Energy Management System (EMS) at the Public Works Corporation Yard, located at 1361 North Carolan Avenue, to improve facility operation and energy efficiency. The existing EMS at the Public Works Corporation Yard was built in 2002 and is nearing the end of its intended service life.

This project consists of replacing the EMS and associated HVAC system components, including replacement of an exhaust fan unit servicing Building A and replacement of two air conditioning units servicing a server room in Building A and offices in Building B. The upgraded EMS will match the system installed at the Main Library, Police Station, and Community Center, allowing for streamlined operation and maintenance. The new control sequences will optimize system performance, occupant satisfaction, and energy efficiency.

DISCUSSION

The project was advertised for bids on August 12, 2025, and the sealed bids were opened on September 9, 2025. The City received four bids ranging from \$648,880 to \$897,699. Marina Mechanical Services is the lowest responsible and responsive bidder with its bid amount of \$648,880, which is approximately 40% lower than the engineer's estimate of \$1,089,922. The lower-than-estimated bids are due to competitive market conditions and seasonal timing, as contractors are seeking work approaching winter months, and due to extra contingencies included

in the engineer's estimate due to uncertain market conditions. Staff has reviewed Marina Mechanical Services' proposal and found that the contractor has met all the project requirements and has a past history of performing similar work successfully for the City of Burlingame and other jurisdictions within the Bay Area.

As a result, staff recommends that the City Council award the project to Marina Mechanical Services and authorize the City Manager to execute the construction contract. Staff also recommends that the City Council authorize a 15% construction contingency budget to address unforeseen conditions.

The project is anticipated to start in November 2025 and be completed by February 2026.

FISCAL IMPACT

Estimated Project Expenditures:

The following are the estimated project construction expenditures:

Construction	\$648,880
Construction Contingency (15%)	\$97,332
Engineering Services During Construction	\$95,600
Engineering Administration and Staff Time	\$38,188
Total	\$880,000

Funding Availability:

The City Council has previously approved the project as part of the City's Capital Improvement Program. There are adequate funds available in the CIP Program to complete the project.

Exhibits:

- Resolution
- Bid Summary
- Construction Contract Agreement
- Project Location Map