



## Staff Report

**TO:** City Council  
**FROM:** Robert L. Vestal, Director of Public Works  
**DATE:** June 3, 2025  
**SUBJECT:** Notice of Completion for the City Hall ADA Ramps Project

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**Description** Notice of Completion (NOC) for the City Hall ADA Ramps Project (CIP F-03), located at City Hall (Project).

### **Background and Analysis:**

The City Hall ADA Ramps Project scope of work included the construction of new ADA accessible ramps in front of City Hall to replace previous ramps that did not meet current ADA requirements; as well as new ramps for accessing the City Hall gym and the north-west employee entrance where ADA ramps did not exist previously. In total, four new ADA ramps were constructed, including handrail and signage.

On May 7, 2024, the City Council awarded a Public Works Agreement (PWA) to KGG Concrete, Inc. (Contractor) for \$390,000 and a contingency of \$10,000, for construction of CIP F-03 City Hall ADA Ramps Project.

One change order was approved to complete the project, which was needed as a result of changes made to one of the ramps. The change order was for \$11,940, resulting in a revised contract amount of \$401,940. The change order was funded through a CIP amendment approved by the City Council on October 15, 2024, which added an additional \$20,000 to the project budget, bringing the total project budget to \$420,000. Final billing for the project is expected to be \$406,820, which includes the final retention payment owed to KGG Concrete, Inc. This retention payment will be paid 35 days after filing the Notice of Completion with the County of Riverside.

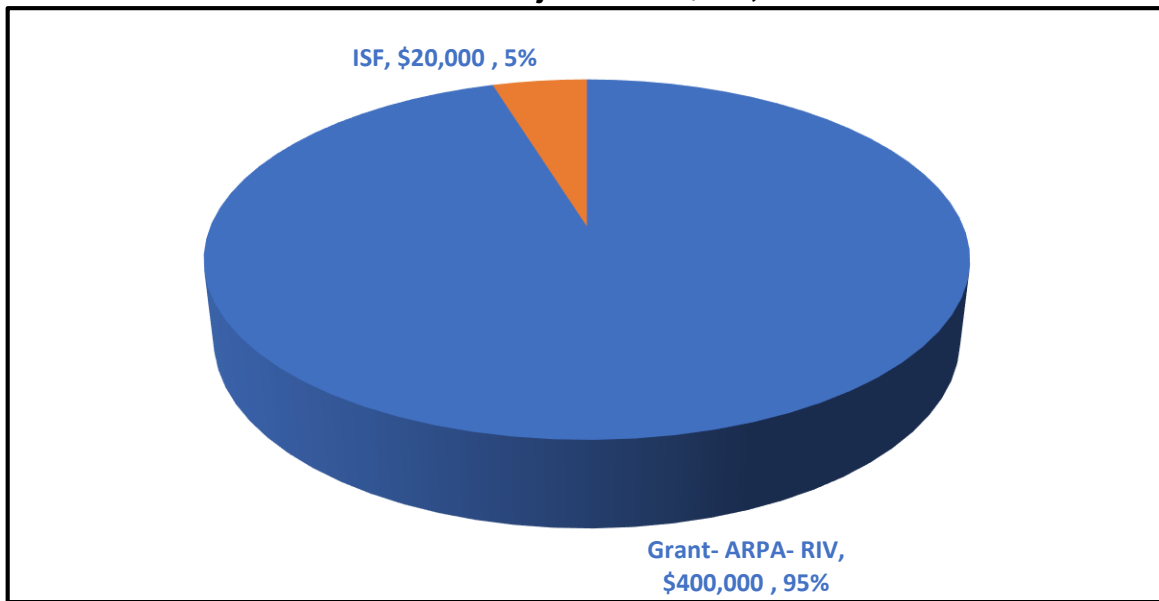
The Contractor completed the Project's scope of work satisfactorily per plans and specifications, and a Notice of Completion (NOC) document has been provided (Attachment A).

### **Fiscal Impact:**

The cost to prepare this staff report is estimated to be \$350.

Funding for the project was provided by a \$400,000 grant through the American Rescue Plan Act (ARPA). This federal funding is distributed locally by the Riverside County Board of Supervisors to support eligible ARPA efforts within Riverside County. The total amount encumbered for the project is \$420,000. Please refer to the following project accounting summary table:

**CIP F-03 City Hall ADA Ramps Project Funding Summary**  
**Estimated Project Cost= \$420,000**



**CIP F-03 City Hall ADA Ramps Project Budget Summary**

<b>Project Component</b>	<b>Budget</b>	<b>Encumbered</b>	<b>Paid to Date</b>	<b>Remaining Budget</b>
Project Management				
Preliminary Services				
Environmental				
Design				
Permits				
Right-of-Way				
Construction	\$420,000	\$(420,000)	\$(406,820)	
Construction Management				
Equipment				
<b>Total</b>	<b>\$420,000</b>	<b>\$(420,000)</b>	<b>\$(406,820)</b>	<b>\$-</b>

**Recommended Action:**

Authorize the Mayor to execute a Notice of Completion for CIP F-03 City Hall ADA Ramps Project.

**Attachments:**

- A. Notice of Completion – CIP F-03 City Hall ADA Ramps Project