



OPEN MEETING

**REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, June 12, 2019 - 9:30 a.m.
Laguna Woods Village Community Center BOARD ROOM
24351 El Toro Road**

NOTICE AND AGENDA

This Meeting May be Recorded

1. Call to Order
2. Acknowledgment of Media
3. Approval of the Agenda
4. Approval of Meeting Report for April 10, 2019
5. Chair's Remarks
6. Member Comments (Items Not on the Agenda)
7. Department Head Update

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

8. Project Log

Reports:

9. Tennis Center Building Renovation Costs

Items for Future Agendas:

- Clubhouse 1 Assessment Report & Presentation
- Pool Maintenance
- EV Charging Stations at GRF Facilities

Concluding Business:

Committee Member Comments
Date of Next Meeting: August 14, 2019
Adjournment

Jim Matson, Chair
Ernesto Munoz, Staff Officer
Telephone: 268-2281

**REPORT OF REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE**

Wednesday, April 10, 2019 – 9:30 A.M.
Laguna Woods Village Community Center, Board Room
24351 El Toro Road

MEMBERS PRESENT: Jim Matson - Chair, Don Tibbetts, Bert Moldow (in for Richard Palmer), John Frankel, Bunny Carpenter, Gary Morrison, Carl Randazzo, Ryna Rothberg

ADVISORS PRESENT: John Luebbe

MEMBERS ABSENT: Richard Palmer

OTHERS PRESENT: Juanita Skillman, Cash Achrekar, Diane Phelps, Elsie Addington

STAFF PRESENT: Guy West – Staff Officer, Laurie Chavarria

1. Call to Order

Chair Matson called the meeting to order at 9:30 a.m.

2. Acknowledgement of Media

Chair Matson noted no members of the media were present.

3. Approval of the Agenda

The agenda was approved as written.

4. Approval of Meeting Report for February 13, 2019

The meeting report for February 13, 2019, was approved as written.

5. Chair's Remarks

Chair Matson remarked on the agenda and the project log.

6. Member Comments (Items Not on the Agenda)

- Cash Achrekar (201-E) commented on the possibility of collecting donations to allow naming rights of GRF facilities.

Various Committee Members responded to the comment.

7. Department Head Update

Staff Officer Guy West provided an update on the Tennis Center Building Improvements and the Gate Improvement project.

Discussion ensued regarding changes to the tennis center renovation, the proposed extension; why the proposed shade cover was removed from the new scope, what the current capital expenditure scope entails, bathroom renovations, and the proposed removal of cobblestones and addition of concrete work.

Staff will bring back costs for the revised scope of work to a future Committee meeting.

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the Committee by one motion. In the event that an item is removed from the Consent Calendar by members of the Committee, such item(s) shall be the subject of further discussion and action by the Committee.

The Project Log was pulled from the Consent Calendar for discussion.

8. Project Log

Item #11 Clubhouse 1 Renovation Assessment – Director Moldow asked when staff would receive the report from the consultant.

Item #15 Gate 10 Civil Work Project – Director Frankel commented on the upcoming closure of Gate 10 and the impact it will have on residents who live at The Towers.

Item #13 & 14 Civil Work Projects at Gates 1-4 & 7-9, 14: Director Randazzo suggested that all updates and monies related to this work be listed in the project log.

Item #23 Golf Maintenance Facility Improvements – Chair Matson asked about the location of this project.

Item #27 Garden Center 1 Landscape Improvements – Chair Matson commented on an abandoned 20'x10' garden plot that was next to a slope.

Staff Officer Guy West briefly responded to all questions and comments.

Committee Directors and Members also commented on the following work not listed on the project log:

- Director Randazzo asked for an update on the EV Charging Station at Community Center.
- Diane Phelps (5587-A) commented on a visibility issue at Gate 3 when turning onto Avenida Majorca. She suggested that improvements be made during the gate renovation project.

By consensus, staff was directed to improve visibility in the landscape area at the corner of Calle Aragon and Avenida Majorca by both reducing or removing shrubs/trees within the timeframe of the work to be completed on the civil project and add a capital improvement plan for civil engineering and construction in order to create a dedicated right turning lane onto Avenida Majorca.

Reports:

9. Pickleball & Paddle Tennis Completion Report

Staff Officer Guy West summarized the report and provided a brief PowerPoint presentation with before, during and after construction photos.

Discussion ensued regarding appreciation of staff for this work, financial expenditures, and a patent for net system.

Items for Future Agendas:

- Clubhouse 1 Assessment Report
- Radiant Heater Replacement at Maintenance Service Center (closed session)
- Pool Maintenance (closed session)
- Clubhouse 5 Commercial Appliances (closed session)
- EV Charging Stations at GRF Facilities

Concluding Business:

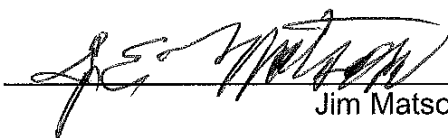
Committee Member Comments

- Director Morrison commented on being able to receive income from cell towers.

Date of Next Meeting: June 12, 2019

Adjournment:

The meeting was recessed at 10:56 am.


Jim Matson, Chair

GRF Mutual Project Log (May 2019)						
#	Type	Name	Description	Status	Estimated Completion	Budget
1	904 Maint Svc	CH 6 HVAC System	Replace HVAC at Clubhouse 6.	Equipment installation started in late-April and is scheduled to be completed in June. Commissioning of the equipment by a third party contractor will take place upon completion of the installation.	June 2019	Budget: \$104,000 Exp: \$9,840 Balance: \$94,160
2	904 Maint Svc	Service Center Radiant Heaters	Replace 12 forced air units with radiant heaters.	A recommendation for a contract award will be presented at the June 12, M&C Committee meeting.	2019	Budget: \$50,000 Exp: \$0 Balance: \$50,000
3	904 Maint Svc	CH 5 Commercial Appliances	This project consists of replacing the dishwasher, booster pump, refrigerator, freezer & ovens.	Staff met with the Clubhouse Supervisor to choose the appropriate appliances. A partial order has been placed. The remaining equipment to be ordered is under review.	2019	Budget: \$48,000 Exp: \$4,460 Balance: \$43,540
4	904 Maint Svc	CH 2 Pool and Spa Heaters	This project will replace the pool and spa heaters at Clubhouse 2.	The spa heater and filter were replaced in 2018. The material replacements for the pool have been ordered.	2019	Budget: \$44,000 Exp: \$25,157 Balance: \$18,843
5	920 Projects	PAC Renovation Maintenance Upgrades	Funding for this project is allocated for the maintenance and upgrade of the Performing Arts Center renovation.	A contract was awarded to SVA Architects to begin the development of the construction documents for the maintenance and equipment safety upgrades. The 90% drawings from SVA are under review by staff.	November 2019	Budget: \$3,778,000 Exp: \$267,503 Balance: \$3,510,497

6	920 Projects	Community Center HVAC and Controls Upgrade	Funding for this project is allocated to make the facility more energy efficient by engineering and retrofitting the Community Center with a new Heat Ventilation Air Conditioning (HVAC) system and upgraded controls being integrated to the existing Energy Management System (EMS).	The rooftop units were delivered to the staging site at the Community Center Employee Parking area on May 8. The Community Center was closed May 11 and 12, for the installation of the two 75 ton and one 90 ton rooftop units. The project in its entirety is scheduled to be completed by the end of June.	June 2019	Budget: \$1,447,163 Exp: \$202,036 Balance: \$1,245,127
7	920 Projects	Community Center Roof Replacement Project	Funding for this project is allocated to maintain the Community Center building by replacing the built up roofing at the end of its serviceable life. The old built up roofing will be replaced with a PVC cool roofing material.	This project is dependent upon the HVAC installation schedule. The roof replacement will be completed immediately following the placement of the HVAC rooftop equipment scheduled for June.	June 2019	Budget: \$155,000 Exp: \$0 Balance: \$155,000
8	920 Projects	Energy Consultant Services	GRF retained the services of an Energy Consultant to be engaged as needed in order to advance GRF's and the Community's future energy initiatives.	TEC received some load data from SCE and is in the process of developing infrastructure assessment reports. However, additional data is needed and has been requested from SCE. Next steps are pending review of the load information from SCE and further analysis of critical loads. The consultant has also been researching alternative energy systems and conducted a site visit to determine possible sites locations. TEC has reviewed load information as well as current backup power sources for the Community Center, Broadband Building and the Maintenance Yard.	On-going	Supplemental: \$50,000 Invoiced: \$14,907 Balance: \$35,093

9	920 Projects	Community Center First Floor Renovation Project	Funding for this project is allocated to the reconfiguration of Resident Services located in the Community Center.	Staff received three furniture bids and the bid spread is under review. An inventory list of existing furniture from Resident Services is being compiled for the Security Department's future use. Once a purchase order has been issued for the new furniture, staff will advertise an RFP for construction documents.	TBD	Budget: \$750,000 Exp: \$128,738 Balance: \$621,262
10	920 Projects	Clubhouse 1 Renovation Assessment	Funding for this project is allocated to assess the existing buildings at Clubhouse 1 which will guide the development of future improvement plans. The assessment will include determining required building code compliant upgrades, identifying the presence of hazardous materials, improve ADA accessibility, and survey the condition of structural, mechanical, electrical, and plumbing elements.	A contract to perform a building assessment was awarded to SVA Architects at the July 3, 2018, Board meeting. SVA's analysis on the building structure was completed and a draft report of the building assessment and a cost estimate of renovation options were received by staff for review. The assessment did include areas that required destructive testing and further inspection. Staff received the final draft assessment on Clubhouse 1 from SVA on May 6, and it is under review. Recommendations from the assessment work will be presented at a future M&C Committee meeting.	June 2019	Budget: \$80,000 Exp: \$62,996 Balance: \$17,004
11	920 Projects	Clubhouse 1 HVAC Replacement Project	Funding for this project is allocated to maintain/replace the HVAC system at Clubhouse 1 at the end of its serviceable life. This project will be designed after the building assessment has been completed.	This project is predicated on the recommendation provided by the consultant performing the building assessment.	TBD	Budget: \$350,000 Exp: \$0 Balance: \$350,000

12	920 Projects	Gates 1, 2, 3 & 4 Gate Security Project	Funding for this project is allocated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	Gates 3 & 7 re-opened on Monday May 6, 2019. Gates 1 & 9 closed on May 13 to start the next phase of construction and are scheduled to re-open on June 24, 2019. Gate 1 will remain open to pedestrian and golf cart traffic from 6 a.m. to 10 p.m. Alternate entry is at Gates 2 & 3 which will remain open 24 hours. Gate 9 will remain open to pedestrian and golf cart traffic from 6 a.m. to 10 p.m. Alternate entry is at Gates 7 & 10 (Open 24 hours) and Gate 8 will remain open from 7 a.m. to 11 p.m.	September 2019	Budget: \$440,000 Exp: \$97,077 Balance: \$342,920
13	920 Projects	Gates 7, 8, 9 & 14 Gate Security Project	Funding for this project is allocated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	Gates 3 & 7 re-opened on Monday May 6, 2019. Gates 1 & 9 closed on May 13 to start the next phase of construction and are scheduled to re-open on June 24, 2019. Gate 1 will remain open to pedestrian and golf cart traffic from 6 a.m. to 10 p.m. Alternate entry is at Gates 2 & 3 which will remain open 24 hours. Gate 9 will remain open to pedestrian and golf cart traffic from 6 a.m. to 10 p.m. Alternate entry is at Gates 7 & 10 (Open 24 hours) and Gate 8 will remain open from 7 a.m. to 11 p.m.	September 2019	Budget: \$440,000 Exp: \$114,629 Balance: \$325,371
14	920 Projects	Gate 10 Security Project	Funding for this project is allocated to the civil support necessary to install gate security devices. It includes underground utility work and lane re-configuration.	A contract has been executed for the work to be performed on Gate 10. This gate work has been added to the overall gate schedule for Gates 1, 2, 3, & 4 and Gates 7, 8, 9 & 14.	September 2019	Supplemental: \$110,000 Exp: \$8,500 Balance: \$101,500

15	920 Projects	Pool Chemical Storage Facilities	This supplemental funding will offset the cost of the mandatory replacement of all pool chemical storage facilities with new code compliant units.	Fabrication of the units is scheduled to begin late-May. Staff is working with the vendor and Recreation to coordinate and schedule the installations.	September 2019	Supplemental: \$175,000 Exp: \$0 Balance: \$175,000
16	920 Projects	CH 4 Upper Roof Top Deck	Funding for this project is allocated to replace or repair the CH 4 roof top and pool decks.	A recommendation for a contract award will be presented at the June 12, M&C Committee meeting.	November 2019	Budget: \$62,000 Exp: \$6,239 Balance: \$55,761
17	920 Projects	Clubhouse 4 Jewelry Room Flooring	Funding for this project is allocated to replace the flooring in the Jewelry Room.	A contract was awarded to replace the Jewelry Room flooring. The work is scheduled to start by the end of July.	August 2019	Budget: \$25,000 Exp: \$0 Balance: \$25,000
18	920 Projects	Relocation of Security Operations to the Community Center	Funding for this project is allocated to relocate the Security Department to the third floor of the Community Center	This project is still in the planning phase.	TBD	Budget: \$1,000,000 Exp: \$16,576 Balance: \$983,424
19	920 Projects	Gate Replacements - Main Service Gate Center	Funding for this project is allocated to provide additional security measures to the Maintenance Service Center.	Staff has retained an engineering consultant to provide construction documents.	September 2019	Budget: \$92,000 Exp: \$1,434 Balance: \$90,566
20	920 Projects	Gate Replacements - RV Lot B	Funding for this project is allocated to provide additional security measures to RV Lot B.	Staff has retained an engineering consultant to provide construction documents.	September 2019	Budget: \$92,000 Exp: \$0 Balance: \$92,000

21	920 Projects	Gate 16 Driving Range Improvements	Funding for this project is allocated to improve the appearance and functionality of the golf driving range and practice area.	A recommendation for the design contract award will be presented at the June 12, 2019, M&C Committee Meeting.	TBD	Budget: \$500,000 Exp: \$0 Balance: \$500,000
22	920 Projects	Golf Maintenance Facility Improvements	Funding for this project is allocated to update interior components at the 27-hole golf maintenance facility.	Drainage improvement plans are in the design process. Staff has reviewed the initial drainage concept and the consultant is scheduled to provide a final report by late-May.	TBD	Budget: \$150,000 Exp: \$0 Balance: \$150,000
23	920 Projects	GRF Paving & Sealcoat Programs and Concrete Repairs	Funding for this project is allocated to asphalt paving overlay, sealcoat work and concrete repairs adjacent to the overlay work on selected GRF streets and/or parking lot areas.	The 2019 paving program will take place on sections of the following streets totaling 287,650 SF: Ave Sosiega West, Bahia Blanca West, Bahia Blanca East, Via Mariposa East and Ovala. Sealcoat work will be completed on 1,101,046 SF of street and parking lot pavements. This work will be completed during the month of August. Damaged concrete (curbs, gutters and swales) on the streets' repaved areas will also be replaced. The asphalt and concrete work is scheduled to begin in October and be completed in November.	November 2019	Budget: \$1,040,000 Exp: \$0 Balance: \$1,040,000
24	920 Projects	Replace Welding Shop	Funding for this project is allocated to replace the existing Welding Shop with a pre-engineered metal building.	A design consultant was retained to prepare the construction documents necessary to obtain a building permit. The design work began on May 15.	September 2019	Budget: \$100,000 Exp: \$0 Balance: \$100,000

25	920 Projects	Tennis Center Building Improvements	Funding for this project is allocated to the renovation of the interior of the Tennis Building at Clubhouse 7.	Per direction by the M&C Committee, staff met with the Tennis Club in April, to discuss site improvement options and additional improvements to the tennis center building. Staff will prepare a report to be presented at a future M&C Committee meeting outlining the scope of work and associated costs for review and consideration.	2019	Budget: \$75,000 Exp: \$0 Balance: \$75,000
26	920 Projects	Garden Center 1 Landscape Improvements	Funding for this project is allocated to landscape improvements and will include planters, decomposed granite, and walkway improvements at the front gate adjacent to the security building.	Staff is reviewing contractor bids and a recommendation to award a contract will be presented at the a future M&C meeting.	November 2019	Budget: \$94,217 Exp: \$9,005 Balance: \$85,212
	920 Projects	Gate Replacements - El Toro Road Access	Funding for this project is allocated to provide additional security measures to the Maintenance Service Center. The new El Toro Road access gate has been installed and will be operational on March 4, 2019.	COMPLETED	March 2019	Budget: \$62,400 Exp: \$62,400 Balance: \$0
	920 Projects	Pickle ball and Paddle Tennis Courts	Funding for this project includes the construction of a new post tension concrete slab with 7 new Paddle Tennis and Pickle ball courts including a gathering area within Gate 12.	COMPLETED	April 2019	Budget: \$600,000 Supplemental: \$250,000 Exp: \$573,298 Balance: \$276,702

STAFF REPORT

DATE: June 12, 2018
FOR: Maintenance and Construction Committee
SUBJECT: Tennis Center Building Renovation Costs

RECOMMENDATION

Direct staff to advertise a request for contractor bids for the Tennis Center Building Renovation project as outlined in this report.

BACKGROUND

As part of the 2019 GRF Capital Plan, the GRF Board appropriated \$75,000 to renovate the interior of the Tennis Center Building.

Staff met with Tennis Club President, Suzanne Frank and tennis club member Ned Buckman to discuss a plan that includes both building interior (Attachment 1) and site landscape renovation options. Subsequent to this meeting, Mr. Buckman provided staff with a conceptual sketch outlining the recommended site work which included extending the site concrete toward the North side of the building (Attachment 2).

At the May 10, 2019 GRF Maintenance & Construction Committee meeting, staff was directed to bring back estimated costs for the interior and exterior scope of work provided by the Club President and Mr. Buckman.

DISCUSSION

The following scopes of work were compiled by staff, resulting from meetings held with the Tennis Club president and Mr. Buckman.

Tennis Interior Renovation:

Staff coordinated with the Club President to identify the scope of work for the Tennis Center Building interior renovation:

TENNIS CENTER BUILDING INTERIOR RENOVATIONS	
General Recreation Area	
1	Removal of existing interior blue ceiling panels, interior soffit, related electrical & heating units.
2	New tint for existing rooftop skylights.
3	New sliding door replacement (2) at two existing sliding doors.
4	New receptionist desk.
5	New paint on all interior walls.
6	Remove and install new flooring tiles.

Golden Rain Foundation of Laguna Woods
Tennis Center Building Renovation Costs
June 12, 2018

7	New LED Lighting
Kitchen Renovation	
6	Demolition and removal of existing cabinets & tabletops.
7	New cabinets & solid surface countertops.
8	New electrical, outlets, LED Lighting & switches.
9	New plumbing, fixtures, faucets, garbage disposal, sink.
10	New paint on all interior walls.
11	Remove and install new flooring tiles.
Full Restroom Renovation	
11	Demolition & removal of existing facilities, flooring, tiles, partitions, sink, urinals, toilets, and countertop.
12	New wall tiles & flooring.
13	New LED lighting & outlets.
14	New fixtures, faucets, sink, related plumbing, partitions, toilets, urinals, countertops.

Optional Items:

The following additional scope of work was not included in the initial 2019 Capital Plan budget.

Tennis Exterior Landscape Renovation:

Tennis Club member Ned Buckman provided staff with a set of drawings & scope for landscape work around the Tennis Center Building.

TENNIS CENTER BUILDING EXTERIOR LANDSCAPE	
1	Extend seating area/slab toward courts 6 & 7. New 4" concrete slab for extended seating area.
2	Installation of new retaining wall & seat wall.
3	New cable fencing above retaining wall.
4	Removal of existing cobble stone & replacement with a concrete slab along the walkways.

HVAC System:

It was requested that an HVAC system, if possible, be installed.

HVAC SYSTEM	
1	New HVAC system for the Tennis Building.

If directed by the Committee staff will advertise the project with options for Exterior Landscape Renovation and HVAC Equipment Replacement as alternate bids, and will bring results back to the Committee for additional direction.

FINANCIAL ANALYSIS

The Tennis Center Building Renovation project has a \$75,000 allocation from the 2019 GRF Capital Plan.

The estimated preliminary cost for the proposed renovations is as follows:

DESCRIPTIONS	AMOUNT
Tennis Center Building - Interior Renovations	\$76,705.00
10% Contingency	\$7,670.50
Total:	\$84,375.50
OPTIONAL ITEMS	
Tennis Center Building - Exterior Renovations	\$39,905.00
10% Contingency	\$3,990.50
Total:	\$43,895.50
OPTIONAL ITEMS	
HVAC System	\$17,608.00
10% Contingency	\$1,760.80
Total:	\$19,368.80

The current capital improvement allocation of \$75,000 will not sufficiently fund all proposed scopes of work for both the interior and exterior renovations and may require a supplemental appropriation from the Facilities Fund, to fully fund the increased scopes of work for this capital improvement project.

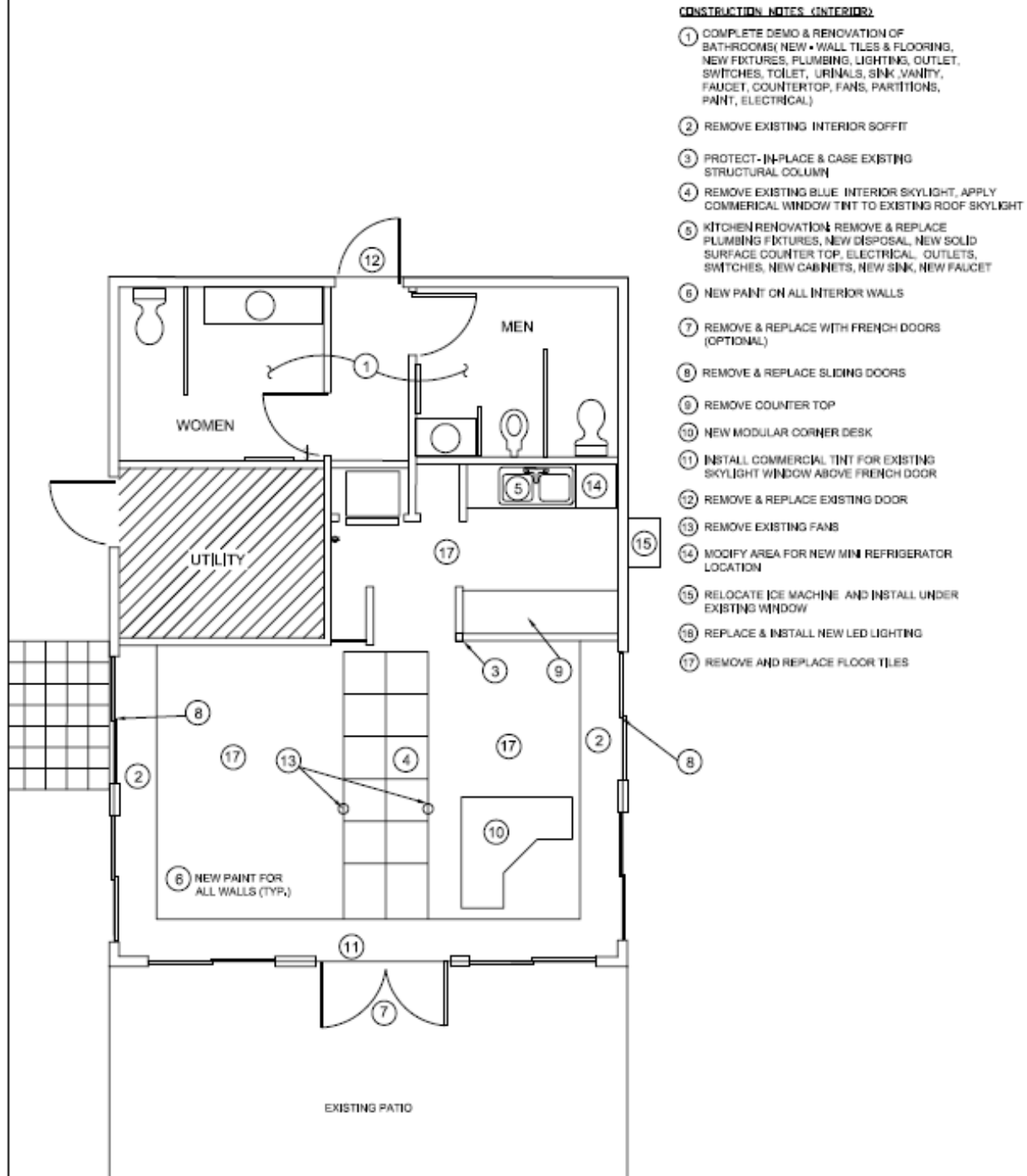
Prepared By: David Pham, Assistant Project Manager

Reviewed By: Guy West, Projects Division Manager
Ernesto Munoz, P.E., Maintenance and Construction Director

Attachments:

Attachment 1: Conceptual Interior Floor Plan
Attachment 2: Site Landscape Renovation Options

Attachment 1: Conceptual Interior Floor Plan



LAGUNA WOODS VILLAGE -TENNIS BUILDING RENOVATIONS

SCALE: NTS

DRAWING NO.: G-1

DATE: 05-15-19

