



**DATE:** November 19, 2024

**TO:** Mayor and City Council

**FROM:** Assistant City Manager  
Director of Library Services

**SUBJECT:** Adopt a Resolution Authorizing the City Manager to Award a Construction Contract to Bhogal Brother Construction Inc., for the Weekes Branch Library Improvement Project, Project No. BD051 in the Amount of \$379,600, Approve an Administrative Change Order Budget of \$75,920, and close the Weekes Branch Library during renovations.

**RECOMMENDATION**

That the Council adopts a resolution (Attachment II) authorizing the City Manager to:

- (1) Award a construction contract with Bhogal Brother Construction Inc., for the Weekes Branch Infrastructure Improvement Project, at the Weekes Branch Library, located at 27300 Patrick Ave., in the amount not to exceed \$379,600, and authorize an administrative change order budget of \$75,920 for a total not-to-exceed contract amount of \$455,520; and
- (2) Close the Weekes Branch Library from November 28, 2024, to March 31, 2025, to perform the Weekes Branch infrastructure improvements.

**SUMMARY**

This report seeks Council approval to the award a contract to support the Weekes Library infrastructure improvement project. In recent years, the City has initiated several Community Development Block Grant (CDBG) funded projects addressing unmet needs across the City that align with the City’s approved annual action plans to serve residents of low- and moderate-income area. As an extension of these efforts, on August 20, 2024, Council approved the use of CDBG funds to address a critical need identified at the Weekes Branch Library, which provides vital services to predominantly low-income, high-need, and historically under-served South Hayward residents.

On October 10, 2024, the project received four (4) bids. Staff recommends that Council award the contract to the responsible low bidder, Bhogal Brother Construction Inc., of Hayward, CA in the amount of \$379,600 and authorize an administrative change order budget of \$75,920 to cover construction contingencies for a total not-to-exceed contract amount of \$455,520.

## **BACKGROUND**

The Weekes Branch of the Hayward Public Library (HPL) system was built in 1964 and last remodeled in 2001. While it remains an important and utilized branch, years of wear and tear have led to noticeable deterioration, resulting in a less-than-welcoming environment for visitors. The need for renovations is urgent to restore the branch's functionality and appeal, ensuring it continues to serve the community effectively. Upgrading the facility will not only enhance the overall experience for patrons but also reinforce its role as a vital community resource.

The Weekes Branch Library, one of two libraries that serve nearly 160,000 Hayward residents, has seen a decline in usage. In 2018-2019 the ratio of items checked out at Weekes Branch compared to the Downtown Library was 1:3; in 2021-2022 this ratio dropped to 1:10. The Weekes Branch Library is a vital resource for South Hayward community members and provides space for diverse services in an under-resourced area of Hayward. Renovating the Weekes Branch is a crucial step toward creating a more equitable Hayward.

On August 20, 2024<sup>1</sup>, Council approved the Weekes Branch Library Infrastructure Improvement project, appropriated and allocated various funding sources to support it, and authorized the execution of agreements to begin the initial tasks for the project.

## **DISCUSSION**

The City is leveraging multiple funding sources to support the Weekes Branch Library Infrastructure Improvement project, including CDBG funding. The City's Community Services Division (CSD) contracts with Habitat for Humanity East Bay/Silicon Valley, Inc. (Habitat), to administer a home rehabilitation program and provide administrative support to oversee the effective use of the City's CDBG funds for infrastructure improvement projects. Habitat ensures that these projects are administered in accordance with all federal procurement and CDBG regulations. CSD is leveraging the existing FY 2024-2025 contract with Habitat to provide these specialized services to assist the Library Services Department with the competitive bidding process and to ensure compliance with the City's procurement process and CDBG regulations surrounding procurement, prevailing wage, certified payroll, employee interviews, and proof of a public work license, which ensures the contractor's compliance with CDBG regulations and use of funding.

Council approved the Weekes Branch Library Infrastructure Improvement Project on August 20, 2024. On September 20, 2024, Habitat released the call for bids and advertised until the bid opening date of October 10, 2024. The Weekes Branch Bid Package, including a formal bid request with a scope of work (see Attachment III, Weekes Branch Renovation Bid Document), was posted on Habitat's webpage, distributed via e-mail to registered public works contractors, published as a City STACK Newsletter, and noticed on the City's website with a link to Habitat's website for more information.

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<sup>1</sup> August 20, 2024, Council Staff Reports and Attachments  
<https://hayward.legistar.com/LegislationDetail.aspx?ID=6834575&GUID=FA7F12C0-ED5A-4D55-A64A-D4669D2680AE&Options=&Search=>

Habitat is required to have bids posted for at least 5 business days before a walk-through. To be considered, contractors were required to have their public works license to attend the scheduled walk-through. The walk-through was an opportunity to meet the client, review the project with the Program Administrator, and obtain clarification on project details. Contractors were required to submit their sealed bid within (5) five business days after the walk through. Once the bids were submitted, the Program Administrator reviewed the bid submissions and requested clarification as needed from participating contractors. Once all clarifications were answered, the Program Administrator provided the City and Hebel & Company, Design and Construction Consultants, the detailed bid analysis and the contact information for all participating contractors. All contractors have been made aware of and must comply with CDBG guidelines.

On October 10, 2024, the project received (4) four bids. Two of the bids were over the anticipated budgeted contract award amount. Bhogal Brother Construction Inc., of Hayward, California, submitted the lowest bid in the amount of \$379,600. Staff have reviewed the submitted bids and recommends that Council award the contract to the responsible low bidder, Bhogal Brother Construction Inc. and authorize an administrative change order budget of \$75,920 to cover construction contingencies for a total not-to-exceed contract amount of \$455,520.

The planned improvements at Weekes Branch Library will encompass upgrades both inside and outside of the building. A new fencing installation around the property will enhance safety, protect the improved landscaping from unauthorized use during non-operating hours, and create additional secure area for expanded Library programming. Interior enhancements will focus on making the Library a more inviting space. These upgrades will include repainting the interior, removing and replacing old carpeting, and installing new molding throughout the building. Additionally, new bookshelves and shelving will be mounted to securely display library materials. Overall, the rehabilitation of the Weekes Branch will prevent further decline of the facility while supporting the community's overall development and reactivation of the Weekes area. These improvements will help foster a more vibrant, safe, and accessible space for all community members.

## **ECONOMIC IMPACT**

The recommended projects and purchases related to the Weekes Branch Library Infrastructure Improvement Project have a collective positive economic impact on the community by enhancing community safety and quality of life.

## **STRATEGIC ROADMAP**

This project supports the City's Strategic Roadmap priority areas of Improve Infrastructure and Support Safety and Quality of Life. They also support the Education City and Racial Equity Lens.

## **FISCAL IMPACT**

On June 18, 2024, Council authorized the use California State University, East Bay's (CSUEB) Hayward Promise Neighborhoods and Friends of the Library/Sunlight Giving funds to support

this project<sup>2</sup>. On August 20, 2024, Council authorized additional funding to support the improvements needed at the Weekes Branch Library.

Table 1 below shows the different sources of funding, the intended use, authorizing resolutions and the amounts of funding by source.

**Table 1 Funding Sources in Support of Weekes Branch Library Improvement Project**

Source of Funding	Intended Use	Authorizing Resolution	Amount
California State University, East Bay's (CSUEB) Hayward Promise Neighborhoods	Weekes Branch meeting room and Children's Room furniture and equipment (applied to Ross McDonald Co., Inc. Invoice)	Resolution 24-118	\$100,000
Friends of the Library/Sunlight Giving	Weekes Branch Children's section and equipment (applied to Ross McDonald Co., Inc. Invoice)	Resolution 24-123	\$40,000
CDBG funding	Infrastructure Improvements (Architectural Assessment, paint, carpet, lighting, HVAC improvements, landscaping, fencing, and shelving).	Resolution 24-167	\$892,826
<b>Total</b>			<b>\$1,032,826</b>

Table 2 below shows the further breakdown of the CDBG funding for the infrastructure improvements.

**Table 2 Breakdown of CDBG Funding Source in Support of Weekes Branch Library Renovation**

Use of CDBG Funds	Amount
Hebeler & Company, Design and Construction Consultants	\$48,000
Ross McDonald Co., Inc.	\$318,000
General Contractor, Bhogal Brother Construction Inc.	\$379,600
Administrative Change Order Budget for Construction Contingencies	\$75,920
Administrative Permit Costs	\$2,000
Miscellaneous Services	\$69,306
<b>Total</b>	<b>\$892,826</b>

<sup>2</sup> June 18, 2024, Council Staff Reports and Attachments  
<https://hayward.legistar.com/MeetingDetail.aspx?ID=1203659&GUID=8157C530-9F99-4213-B5B2-BA5D55A549D7&Options=info|&Search=>

The City has sufficient CDBG Entitlement and grant funding to support this project. This action does not fiscally impact on the General Fund.

**PUBLIC CONTACT**

As part of the annual Community Agency Funding process, the City opens a public comment period to collect community feedback on the annual recommended funding allocations and the Annual Plan. The use of these funds aligns with the CDBG priority need to “Expand and Improve Public Infrastructure and Facilities.” Additional public engagement was not conducted or required for this award.

**NEXT STEPS**

If Council approves this item, staff will work with the City Manager to execute an agreement with Bhogal Brother Construction Inc., to act as the General Contractor for Weekes Branch Infrastructure Improvement Project, at the Weekes Branch Library, located at 27300 Patrick Ave., in the amount not to exceed \$379,600 and authorize an administrative change order budget of \$75,920 for a total not to exceed contract amount of \$455,520.

Additionally, pending approval, the City Manager will work with Library staff to advertise the closure of Weekes Branch Library from November 28, 2024, to March 31, 2025, for the Weekes Branch renovation.

*Prepared by:* Carol Lee, Senior Management Analyst  
Lindsey Vien, Deputy Director of Library Services

*Recommended by:* Regina Youngblood, Assistant City Manager  
Jayanti Addleman, Director of Library Services

Approved by:



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Dustin Claussen, Interim City Manager