**M E M O R A N D U M**

TO: Biola Community Services District Board of Directors

FROM: Jerry Jones, Contract Engineer

DATE: December 15, 2022

RE: Resolution Approving Amendment No. 1 to Agreement with County of Fresno for Community Development Block Grant Funds for the Biola Sidewalk & Street Improvements, Project No. 20031

BACKGROUND

The District is eligible to receive Community Development Block Grant (CDBG) Funds administered through the County of Fresno. The District applied for and was subsequently awarded CDBG funding in the amount of $250,000 for Program Year 2020-2021 for the Biola Sidewalk & Street Improvements Project. The Project scope consists of the construction of curb and gutter, sidewalk, and curb ramps on the west side of 5th Street between F and G Streets and the construction of curb bulbouts/extensions, curb ramps, high visibility crosswalks, and signage at the intersection of Biola Avenue and C Street. The improvement plans for the Project were approved by the County on September 20, 2022. The District advertised for bids and bids were opened on October 11, 2022. The District awarded the construction contract to R.J. Berry Jr., Inc. on November 17, 2022.

SITUATION

Based on the low bid received from R.J. Berry Jr., Inc., the Project Budget was updated and is provided in the following table.

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| --- | --- |
| Category | Budget |
| Design Engineering & Bidding | $38,073 |
| Utility Relocation (Comcast Vault; Estimated Cost from Comcast) | $30,000 |
| Construction (Including 10% Contingency) | $218,112 |
| Construction Engineering | $23,500 |
| Total =  | $309,685 |

With the $250,000 in CDBG funding received, the District was facing a nearly $60,000 shortfall in order to complete the Project. However, Staff worked with County Staff regarding additional CDBG funding availability, and the CDBG Citizens Advisory Committee approved an additional $60,000 to cover the shortfall at their November 16, 2022 meeting. As such, the Project is fully funded by CDBG based on the current Project budget.

In order to formally allocate the additional $60,000 in CDBG funds to the Project, an amendment to the funding agreement for the Project must be executed between the District and the County. The County has prepared said amendment and the District must approve and execute the amendment to receive the additional funds. The amendment is provided as Exhibit A to the Resolution.

RECOMMENDATION

We recommend that the Board approve Amendment No. 1 to Agreement with the County of Fresno for the additional $60,000 in CDBG funding for the Biola Sidewalk & Street Improvements Project, Community Development Block Grant Project No. 20031.