



# Memorandum

## MONTEREY REGIONAL WASTE MANAGEMENT DISTRICT

Reviewed by: *[Signature]* Date: 5/14/21  
General Manager

DATE: May 13, 2021  
TO: General Manager  
FROM: Senior Engineer  
SUBJECT: Maintenance Shop Improvements – Office Addition

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**RECOMMENDATION:** That the Board authorize the General Manager to execute a contract change order with Salinas Steel Builders Construction Inc. (SSB) for Maintenance Shop Improvements – Office Addition in the amount of \$39,000.

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### BACKGROUND

The existing maintenance shop (Shop) is the location where the District maintains all of its mobile equipment (bulldozers, loaders, pickup trucks, etc.). The facility also includes support amenities to staff such as lunchroom, locker rooms, and supervisor & manager’s offices. In 2001 the shop was improved when 3,500 sf of additional floor area was added to house these restrooms, offices, and a lunchroom for staff. Since that time, changes in MRWMD’s operations as well as new regulations have daylighted the need to modify the space to fit the District’s needs.

On February 19, 2021 the Board of Directors authorized staff to execute a contract with Salinas Steel Builders to construct a new First Aid/Lactation Room, lunchroom partition wall, door infill, ADA parking improvements and women’s locker room modifications in the amount of \$84,000. This project is currently under construction and nearing completion.

### DISCUSSION

As MRWMD staff began the next fiscal year budget cycle, new positions were identified that require MRWMD add office space to accommodate the proposed staffing modifications. The maintenance shop was identified as a location that would need an additional office.

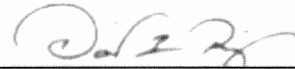
With an existing contractor onsite and building permits in place, MRWMD staff pursued a permit modification and requested a change order proposal from the current contractor, SSB. The resulting design included adding new wood framed partition walls to an existing “circulation area” to create an enclosed 118 square foot office space with lighting, ventilation, electrical and internet connection outlets..

**FINANCIAL IMPACT**

The total budgeted cost of the change order is \$39,000 for the added scope of work. This was not included in the 2020/21 budget amount. However, adjustments will be made to incorporate it under the \$5.7 million Capital Improvement Budget for FY 2020/21.

**CONCLUSION**

The Maintenance Shop improvements will have multiple benefits to the District's staff and overall work environment. This involves providing sufficient work spaces for all anticipated staff. Staff therefore recommends the Board authorize the General Manager to execute a contract change order with SSB Construction for \$39,000.



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David Ramirez, P.E.