



AGENDA MEMORANDUM

Action Item for the City Council Meeting April 8, 2025

DATE: April 8, 2025

TO: Peter Zanoni, City Manager

FROM: Jeffrey Edmond, Director of Engineering Services
jeffreye@cctexas.com
(361) 826-3851

Juan Rivera, Interim Director of Asset Management
juanr7@cctexas.com
(361) 826-1647

Sergio Villasana Jr., CPA, CGFO, CIA, Director of Finance & Procurement
sergiov2@cctexas.com
(361) 826-3227

Construction Contract Award **City Hall Skylight Replacement**

CAPTION:

Motion to award a construction contract to H&H Skylight Fabricators, LLC, of Stafford, Texas, for the City Hall Skylight Replacement project to prevent water intrusion in an amount up to \$784,300.00, located in Council District 1, with FY 2025 funding available from prior City Council approved 2021 Facilities Maintenance Certificates of Obligation funds and 2024 Facilities Maintenance Certificates of Obligation funds.

SUMMARY:

This motion approves a construction contract for the removal and replacement of the skylight system to prevent water intrusion into the building during rain events. The scope includes the removal of the existing glass panels and frame and the installation of a new glass pane and frame.

BACKGROUND AND FINDINGS:

The City Hall was built in 1988. Other than a roof improvement, no significant enhancements have been made since its construction. Replacing the skylight will improve energy efficiency and address water infiltration concerns by ensuring proper sealing and using energy-efficient materials. City Hall serves as the chief administrative building where local government business, public services, and public activities are conducted.

The project scope includes removing the existing atrium skylight and replacing it with a new skylight that meets Texas Department of Insurance (TDI) requirements and is impact-rated.

PROJECT TIMELINE:

2024	2025	2025
July – December	January – March	April – October
Design	Bid/Award	Construction

Project schedule reflects award in April 2025 with anticipated completion by October 2025. The construction schedule includes 90 days to procure materials.

COMPETITIVE SOLICITATION PROCESS:

On January 26, 2025, the Contracts and Procurement Department issued a Request for Bids (RFB #6271) for the City Hall Skylight project.

On February 26, 2025, the city received bids from two bidders, H&H Skylight Fabricators, LLC and Northstar Elite Construction & Consulting, LLC. There were nineteen General Contractors who viewed and downloaded the bid documents. The city analyzed the two bids received in accordance with the contract documents and determined H&H Skylight Fabricators, LLC, which was the lowest responsive and responsible bidder. H&H Skylight Fabricators’ bid is approximately 35% less than the OPCC due to the bidder self-performing the work, which resulted in a lower mobilization cost and skylight cost. The bidder fabricates and installs the skylight and does not rely on a sub-contractor for installation. As the lowest bid received is acceptable, the city decided to proceed with the project. A summary of the bid is provided below.

BID SUMMARY	
CONTRACTOR	BASE BID
H&H Skylight Fabricators, LLC (Stafford Texas)	\$784,300.00
Northstar Elite Construction & Consulting, LLC (Canyon Lake, Texas)	\$917,251.00
<i>Engineer's Opinion of Probable Construction Cost</i>	\$1,190,300.00

H&H Skylight Fabricators, LLC has more than 45 years of experience in manufacturing, designing, repair, and installing skylights and has completed numerous projects.

- Hilton Hotel – College Station, TX

Project Value: \$207,500.00 | Completion Date: 7/31/2024

Project Scope: Replace glass skylights including a ridge skylight, pyramids and custom segmental glass barrel vault.

- Grapevine Mills Mall - Grapevine, TX
Project Value: \$653,890.00 | Completion Date: 2/15/2024
Project Scope: Replace 25x150 glass pyramid skylight over food court. Remove existing skylight and replace with new. Project is relevant due to similar size and scope.

- McFarlin Memorial United Methodist Church – Norman, OK
Project Value: \$389,000.00 | Completion Date: 4/23/2023
Project Scope: Remove/replace glass pyramid skylights. Project is relevant due to the similar glass pyramid skylights as will be used on this project.

- Corpus Christi Art Museum – Corpus Christi, TX
Project Value: \$144,837.00 | Completion Date: 2/28/2023
Project Scope: Remove/replace hurricane rated skylights. Relevant due to the Hurricane rated glass skylights designed by the same Engineer (Hanson Professional Services, Inc.) and Architect (Rivera Architectural Services PLLC)

- Prien Lake Mall – Lake Charles, LA
Project Value: \$507,557.81 | Completion Date: 10/30/2021
Project Scope: Repair and replace 18 glass skylights which include pyramids, octagonal, and ridges. Project is relevant due to similar size and scope.

- Galleria Mall - Houston, TX
Project Value: \$2,500,000.00 | Completion Date: 5/30/2001
Project Scope: Iconic design and installation of glass skylight over the ice-skating rink.

ALTERNATIVES:

The alternative is not to award the construction contract to the lowest responsive and responsible bidder, H&H Skylight Fabricators, LLC. This would delay the improvements to the City Hall Skylight. Other consequences if the bid is not awarded, the existing skylight will remain the same. The city will have to establish and maintain a maintenance schedule and make repairs as necessary.

FISCAL IMPACT:

The fiscal impact in FY2025 is an amount of \$784,300.00 with \$717,999.43 available from the 2021 Facilities Maintenance Certificates of Obligation fund and the shortfall in the remaining funds of \$66,300.57 will be funded from the Facilities Maintenance 2024 Certificates of Obligation Fund Reserve. The approved CIP project page is included in the package.

Funding Detail:

Fund: 2021COFacMnt CIP (Fund 3166)
Department: FacilitiesMnt (12)
Org: Grants and Capital Projects (89)
Account: Construction (550910)
Activity: 22201
Amount \$717,999.43

Fund: Fac Maint 2024 CO (Fund 3168)
Department: FacilitiesMnt (12)
Org: Grants and Capital Projects (89)
Account: Construction (550910)

Activity: 22201
Amount \$66,300.57

RECOMMENDATION:

Staff recommend awarding a construction contract for the City Hall Skylight Replacement to H&H Skylight Fabricators, LLC in an amount not to exceed \$784,300.00 with approximate construction completion by October 2025.

LIST OF SUPPORTING DOCUMENTS:

Location & Vicinity Maps
Bid Tab
CIP Page
PowerPoint