



# AGENDA REPORT

**Department:** Engineering & Public Works  
**Prepared by:** Ricardo Rodriguez, Assistant Engineer-Civil  
**Meeting Date:** Tuesday, October 7, 2025  
**Approved by:** Scott W. Huth, Interim City Manager

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**SUBJECT:**

Project Close-Out and Notice of Completion for the Police Pistol Range HVAC and Safety Improvements Project, CIP No. 20-05.

**RECOMMENDATION:**

Adopt a Resolution Entitled, "Resolution of the City Council of the City of National City, California, 1) Accepting the Work Performed by SWCS, Inc. for the Police Pistol Range HVAC and Safety Improvements Project, CIP 20-05; 2) Approving the Final Contract Amount of \$656,176.17; 3) Ratifying the Release of Retention in the Amount of \$32,808.81; and 4) Authorizing the Mayor to Sign the Notice of Completion."

**BOARD/COMMISSION/COMMITTEE PRIOR ACTION:**

Not Applicable.

**EXPLANATION:**

The Police Pistol Range (Range), located within the National City Police Department headquarters, was updated to address insufficient air filtration of metal contaminated dust from the Range and to address/enhance laminar air flow during multiple user training exercises. The work was also required to be performed as part of a notice of violation corrective action agreement with the San Diego County Department of Environmental Health (DEH).

At the conclusion of the installation and during system commissioning activities, the DEH inspected the final constructed system and confirmed that it meets National Institute of Occupational Safety and Health (NIOSH) specifications and has adequate dust handling and filtration to eliminate discharge of metals from the HVAC exhaust.

On October 20, 2022, the bid solicitation was posted on PlanetBids, a free public electronic bidding system for contractors. On November 10, 2022, one (1) bid was received by the 2:00 p.m. deadline. SWCS Inc. was the apparent low bidder with a total bid amount of \$624,111. Upon review of all documents submitted, SWCS, Inc.'s bid was deemed responsive and they were the lowest responsible bidder qualified to perform the work as described in the project specifications.

On December 6, 2022, per Resolution No. 2022-194, City Council awarded the contract to SWCS, Inc. in the amount not-to-exceed \$624,111 and authorized a 15% contingency in the amount of \$93,617 to address any unforeseen conditions that may arise.

The Notice to Proceed with construction was issued on February 29, 2024, after an extended delay due to supply chain impacts and other factors that resulted in a long lead time for procurement of equipment.

Construction started on March 4, 2024 and was completed on June 21, 2024. Following completion of the project, City staff coordinated with DEH over the course of several months to receive testing and inspections and final approval that compliance was achieved.

The change orders issued for this project are detailed in the Final Contract Balance (Exhibit A). The change orders and line-item adjustments increased the contract by \$32,065.17. This resulted in a 5.1% increase from the contract award amount, for a final contract balance of \$656,176.17.

As a result of satisfactory completion of the project, staff recommends that City Council: 1) accept the work performed by SWCS, Inc. for the Police Pistol Range HVAC and Safety Improvements project, CIP 20-05; 2) approve the final contract amount of \$656,176.17; 3) ratify the release of retention in the amount of \$32,808.81; and 4) authorize the Mayor to sign the Notice of Completion, which will be filed with the San Diego County Recorder's Office.

**FINANCIAL STATEMENT:**

The Final Contract Amount of \$656,176.17 was funded as follows:

Expenditure Account No. 100-10-18-18500-7598-1500100 (Facility Upgrades CIP) - \$146,176.17  
Expenditure Account No. 100-80-31-31100-7299- (Contract Services) - \$510,000.00

**RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:**

Public Safety

**ENVIRONMENTAL REVIEW:**

The Notice of Exemption was filed to satisfy CEQA requirements.

**PUBLIC NOTIFICATION:**

The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act.

**ORDINANCE:**

Not Applicable

**EXHIBITS:**

Exhibit A – Final Contract Balance  
Exhibit B – Notice of Completion  
Exhibit C – Resolution