

## **SPECIAL BOARD MEETING AGENDA**

January 14, 2026 – 4:30 p.m.  
Phelan Community Center  
4128 Warbler Road, Phelan, CA 92371  
& Via Conference Call (see below)

### **SPECIAL BOARD MEETING – 4:30 P.M.**

#### **Call to Order**

#### **Roll Call**

- 1) **Public Comment** – Under this item, any member of the public wishing to directly address the Board on the item listed on this Special Meeting agenda before the Board takes action.

Comments are limited to five (5) minutes per speaker. The Board cannot take action on matters not listed on this agenda.

- 2) **Special Meeting Action Item**

- a) Discussion & Possible Action to Approve Civic Center Project Change Order #001; Electrical Switchgear and Generator Procurement

- 3) **Adjournment**

*Pursuant to Government Code Section 54954.2(a), any request for a disability-related modification or accommodation, including auxiliary aids or services, that is sought in order to participate in the above-agendized public meeting should be directed to the District's General Manager at (760) 868-1212 at least 24 hours prior to said meeting.*

*Requests made less than 24 hours before the meeting will be accommodated to the extent feasible.*

*The District is not responsible for technical issues that prevent remote participation.*

*Agenda materials can be viewed online at [www.pphcsd.org](http://www.pphcsd.org)*

#### **Remote Viewing:**

To watch the livestream (view only – nonparticipating), visit our YouTube channel:

[PPHCSD YouTube Channel Link](#)

#### **Remote Participation:**

To provide public comment, or otherwise participate remotely, select the meeting you wish to attend on the District's website and then click the "Join Remote Meeting" option.

<https://www.pphcsd.org/meetings>



#### **Mission Statement:**

*The Mission of the Phelan Piñon Hills Community Services District is to efficiently provide authorized services and maximize resources for the benefit of the community.*

#### **Authorized Services:**

- Water
- Parks & Recreation
- Street Lighting
- Solid Waste & Recycling

*Please be advised that remote participation and livestreaming options are provided as a courtesy to the public. Technical issues could occur, resulting in delays or the inability to participate remotely or livestream. It is recommended that you attend in person to ensure you are able to participate.*

**Written Comments:**

You may also email your public comment to the District Clerk at [joakes@pphcsd.org](mailto:joakes@pphcsd.org) by the meeting start time listed on this agenda. Your comment will be added to the record by the District Clerk.

*Please check the District website for updates on this meeting. We encourage you to sign up for our email notifications by emailing [joakes@pphcsd.org](mailto:joakes@pphcsd.org) or by visiting our website and completing the signup form at [www.pphcsd.org](http://www.pphcsd.org) under the “Agendas and Minutes” tab.*

## MEMORANDUM

**DATE:** January 14, 2026

**TO:** Board of Directors

**FROM:** Don Bartz, General Manager  
By: George Cardenas, Engineering Manager

**SUBJECT:** Discussion & Possible Action to Approve Civic Center Project Change Order #001;  
Electrical Switchgear and Generator Procurement

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### RECOMMENDATION

Staff recommend that the Board approve Change Order #001 to the Civic Center construction to authorize the procurement of electrical switchgear and standby generator with Spec Construction and authorize the General Manager to execute all related documents in compliance with FEMA, Cal OES, and the contract's changes clause, in the amount of \$523,786.38.

### BACKGROUND

The District is currently constructing a new Civic Center Facility, which includes administrative offices, a community room, board room, Emergency Operations Center (EOC), and associated street improvements. This project is funded in part by the Federal Emergency Management Agency (FEMA) through the Emergency Operations Center Grant Program administered by Cal OES. As such, all procurements associated with this project are subject to the Uniform Administrative Requirements set forth in 2 CFR Part 200, including requirements for full and open competition.

On October 22, 2025, the Board of Directors awarded the construction contract to Spec Construction in the amount of \$11,965,000, with a 10% contingency totaling \$1,196,500. At the time of award, certain items were excluded from the contractor's scope of work, including furnishings, fixtures, and equipment (FF&E), SWPPP monitoring services, and the electrical switchgear and standby generator.

These items were removed based on staff's assessment of extended procurement lead times, which earlier in the year exceeded 18 months and posed a potential risk to the project schedule. As a result, staff originally recommended that the District procure the generator and switchgear directly through a separate bid process.

After the contract was awarded, staff identified that lead times for these components had significantly improved. The procurement no longer met the threshold for emergency or exigency conditions. Accordingly, staff initiated discussions with Spec Construction to include procurement of these components within the existing construction contract.

Issuing a change order for this procurement is consistent with the overall scope and intent of the Civic Center and EOC project. The proposed work is integrally tied to the project's electrical and emergency systems and is considered within the general scope of the competitively awarded contract.

Including this procurement under Spec Construction's contract offers the following benefits:

- Establishes a single point of responsibility for installation, testing, and coordination.
- Preserves manufacturer warranties and ensures bonding and risk transfer.
- Enhances cost control and reduces risk of schedule disruption or claims.

To ensure compliance with 2 CFR Part 200, the District's Construction Manager completed a cost reasonableness analysis, and District legal counsel has reviewed the proposed change order. Staff has also consulted with Cal OES, which confirmed that this change order is allowable under FEMA's Procurement Under Grants Policy and the contract's changes clause.

#### **FISCAL IMPACT**

Not to Exceed \$523,786.38

Remaining Contingency After Change Order: \$1,196,500 minus \$523,786.38 = \$672,713.62

#### **ATTACHED:**

Spec Construction Change Order #001

**Spec Construction Co., Inc.**  
 115 W. Main Street, Ontario, CA 91762

**Change Order #001**

Date: 12-16-2025

Reference: FWD

Additional Days Added to Contract: 0

**Project Name:**  
 PPHCSD - Civic Center Development- Phase 1  
  
 Project No. 25503.41

**Project Address:**  
 Civic Center  
 Sheep Creek Road  
 Phelan Ca 92307

**Description:**  
 Procure complete electrical switchgear per owners request  
 Lead time will be presented when available

Sub: Rancho Pacific Electric

LABOR	RATE	MAN POWER	HOURS	TOTAL
Laborer (1)	\$89.96			\$0.00
Carpenter	\$98.63			\$0.00
Foreman	\$98.63			\$0.00
Supervision	\$115.00	1	8	\$920.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Labor Total</b>				<b>\$920.00</b>

MATERIAL	Yrds/LNFT/Qty	Measurements	Cost	Total Cost
Concrete	YDS			\$0.00
Bolts/hardware/LTP4	LS			\$0.00
Rebar/dowels	#3-			\$0.00
drywall- 4x8	Sq. Ft.			\$0.00
texture material/tape	Boxes/Rolls			\$0.00
Metals, corners	LS			\$0.00
NON Shrink grout	Bags			\$0.00
screws/nails	Box			\$0.00
furring strips	LS			\$0.00
Foreman Truck with Tools	HR		\$45.00	\$0.00
Debris hauling-low boys			\$795.00	\$0.00
Haulaway/Dispose/ 40-yard Container	LS		\$795.00	\$0.00
Delivery Fee			\$200.00	\$0.00
Sub-Total				\$0.00
Tax Rate	7.75%			\$0.00
<b>Material Total</b>				<b>\$0.00</b>

Labor & Material Total		\$920.00
Profit & Overhead	15%	\$138.00
<b>Total</b>		<b>\$1,058.00</b>

Sub-Contractor Proposal		\$492,903.22
G.C. Profit & Overhead	5%	\$24,645.16
<b>Total</b>		<b>\$517,548.38</b>

<b>Subtotal</b>		<b>\$518,606.38</b>
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Bond Rate	1%	\$5,180.00
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<b>Change Order Total</b>		<b>\$523,786.38</b>
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# **Rancho Pacific Electric Construction Inc.**

January 6, 2026

**California Professional Management**  
19153 Town Center Drive, Suite 105  
Apple Valley, CA 92308

RE: Pinon Hills Community Center Switchgear Package – Phelan Hills, CA

ATTN: Chase Cooper

We are pleased to submit our proposal on the above reference project, a complete electrical installation as per Bid Set Architectural, Structural, Mechanical, Plumbing and Electrical Drawings which include E-0 dated 09/17/25, E-0.1, E-1, E-2, E-2.1, E-3, E-3.1, E-4, E-4.1, E-5, E-6, and E-6.1 all dated 08/20/25, AV101, AV102 and AV103 all dated 03/31/24, AV104 dated 10/01/25 and AV105 dated 03/31/24. Electrical Specification Section 260000, 270000 and 280000 as noted. Addendum #1, 2, 3 and 4 noted.

## **Inclusions:**

1. SCE Main Switchboard MS-
2. Distribution Switchboards; EX-Modular-DB and CC-DB
3. Generac 200KW natural Gas generator
4. ASCO 7000 Series Automatic open Transition ByPass Switch
5. Sales tax for all equipment
6. Standard shipping of electrical equipment (all equipment to arrive by December 30, 2026 (based on time line below)
7. Submittals and shop drawings for all equipment noted above
8. Receiving and inventory of equipment at RPEC office location, once confirmed shop all equipment to owner warehouse (owner's warehouse shall have forklift and pallet jacks for off-loading equipment)

## **Excludes:**

1. Any cost changes for new and/or revised drawings
2. Utility company unforeseen changes
3. Any cost associated with upsizing lug configurations and sizing for circuit breakers
4. Supplying panelboards (provided by electrical contractor awarded the project)
5. Installation of equipment
6. **Any cost associated with 3<sup>rd</sup> party testing, short circuit, acceptance and arch flash studies**
7. Additional cost for dedicated trucks, drivers or air freight

**PROCUREMENT NOTE: Rancho Pacific Electric Construction shall not be responsible for any failure of their manufactures and/or vendors to perform, or delay in performance of, its obligations resulting in procuring materials or equipment resulting from COVID-19 pandemic or any future epidemic and Rancho Pacific Electric Construction shall not be entitled to any damages resulting thereof.**

## **Schedule for Deliverables**

- Written Commitment to RPEC – January 16, 2026
- SCE Letter indicating incoming AIC Rating - January 16, 2026
- Submittals and Shop Drawings delivered to CPM – January 23, 2026
- Receive Engineer's Reviewed of Submittals & Shop Drawings – February 16, 2026
- Release of Switchgear and Generator Package – February 23, 2026

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