



**VENTURA COUNTY  
FIRE DEPARTMENT**

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Fire Chief

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June 24, 2025

Board of Directors, Ventura County Fire Protection District

**SUBJECT:** Approval of Plans and Specifications, Including Addendum No. 01, for the Regional Training Center Parking Lot Replacement Project, located at 102 Durley Avenue in Camarillo, California; Waiver of Minor Bid Irregularities; Award of Contract to Construct the Project to J&H Engineering General Contractors, Inc., in the Amount of \$860,600; and Authorization for the Fire Chief or His Designee to Execute the Subject Contract.

**RECOMMENDATIONS:**

1. Approve the Plans and Specifications for the Regional Training Center Parking Lot Replacement Project, located at 102 Durley Avenue in Camarillo, California, attached hereto as Exhibits 1 (Bid Documents), 2 (Addendum No. 01) and 3 (Bid Results);
2. Waive any minor irregularities in the bids;
3. Award the contract to construct the Project to J&H Engineering General Contractors, Inc. in the amount of \$860,600; and
4. Authorize the Fire Chief or his designee to execute the subject contract.

**FISCAL IMPACT:**

Sufficient appropriations for this contract are available in the Fire District's FY 2024-25 budget to accommodate the above recommendations.

	FY 2024-25
Revenues	\$ 0
Costs	\$ 860,600
Net County Cost	\$ 860,600

Funding Source(s): Fire District Fund S600  
Match Requirement: None

**DISCUSSION:**

The Regional Training Center has limited availability but consistent demand for parking to accommodate the year-round training, shared uses, and academies hosted at the facility. This project will replace the existing asphalt with 50 existing parking spaces and expand the parking lot area to 160 parking spaces with new asphalt, drainage features, lighting, minor electrical work, and a new automatic rolling gate. This expanded parking lot will be extremely important for the training grounds in the future.

The improvements are depicted in the Bid Documents (Exhibit 1) and supplemented by Addendum No. 01 (Exhibit 2).

The approved construction plans (within Exhibit 1) were approved by the County of Ventura Division of Building and Safety on September 23, 2024, and the County of Ventura Public Works Agency on April 30, 2025.

The lowest responsible bid in the amount of \$860,600 was submitted by J&H Engineering General Contractors, Inc., as illustrated in the bid results (Exhibit 3). The bid is 7.6 percent above the engineer's estimate.

Recommendation No. 2 would waive any minor irregularities in the bids. The low bid submitted by J&H Engineering General Contractors Inc. did not include a completed contractor questionnaire. This is a waivable minor irregularity. The questionnaire provides staff with basic information about a bidder to assist it in investigating the bidder's responsibility. Staff are already familiar with the low bidder and were able to determine that it is a responsible bidder.

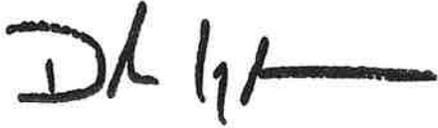
**STRATEGIC PLAN:**

This item supports the County's Strategic Plan for investing in Reliable Infrastructure and Sustainability. The Fire Protection District understands the importance of maintaining our facilities. This project will drastically increase the parking available at the training grounds to support our various academies, training, and events.

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel.

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If you have any questions regarding this item, please contact me at (805) 389-9704 or Tom Kasper at (805) 389-9764.

A handwritten signature in black ink, appearing to read 'DK' followed by a stylized flourish.

DUSTIN GARDNER  
Fire Chief

DG/TK/DK:dm

Attachments:

- Exhibit 1 – Bid Documents
- Exhibit 2 – Addendum No. 01
- Exhibit 3 – Bid Results