



## **STAFF REPORT**

---

### **Police Department/City Hall Project – June Monthly Update**

Honorable Mayor and Council Members

#### **Summary**

It is staff's intention to provide an update on the Police Department/City Hall project to the City Council and community on a monthly basis. This report provides updated information such as recent construction activities, upcoming construction activities, and budget/change orders. Selected photos of the project and a schedule are also included. No action is required of Council.

#### **Background**

On July 22, 2003 the City Council approved the plans and specifications for the Police Department/City Hall project and directed staff to issue them to the pre-qualified bidders. The project includes, but is not limited to, the seismic retrofit of City Hall and the addition of 8,000 square feet. Bids were opened on October 1 and the lowest responsible bidder was Thompson Pacific of San Rafael, which was awarded the contract on October 14. A Notice to Proceed was issued on October 30 with work to begin on November 10 and continue for 410 days.

As of June 14, we are at day 218 of the project, or approximately 53% into the official timeline.

#### **Discussion**

##### **Recent construction activities -**

- New Fire Sprinkler service connection completed by Mid Peninsula Water.
- New underground water service piping and backflow preventer completed and inspected.
- Shotcrete completed for the curved exterior walls of the addition and forming removed.
- Existing foundation chipped back to facilitate the new elevator pit and rebar completed.
- Structural steel framing for the addition started.
- Metal stud wall framing nearly complete on all three floors of the south wing and on the 1<sup>st</sup> floor of the north wing.
- Rough plumbing completed and inspected on the 1<sup>st</sup> floor of the south wing and underway on the 2<sup>nd</sup> and 3<sup>rd</sup>.
- Rough electrical ongoing on all three floors of the south wing.

- HVAC ductwork installations nearly complete in the south wing and started on the 1<sup>st</sup> floor of the north wing.
- Installation of wall insulation and gypsum board begun in south wing.
- Inspections by the consulting Special Inspection & Testing firm, the City's Building Department and the consulting engineers continue as needed.

**Upcoming construction activities –**

- Concrete placement for the floor and walls of the elevator pit.
- Forms, reinforcing and placement of the addition's ground level slab
- Completion of the structural steel framing for the addition
- Installation of metal decking and lightweight concrete slabs for the 2<sup>nd</sup> and 3<sup>rd</sup> floors of the addition.
- Completion of the electrical, plumbing and HVAC rough-ins in the south wing
- Close up (installation of gypsum board) of 3<sup>rd</sup> floor walls in the south wing

**Miscellaneous issues –**

Staff and our consultant met to discuss and finalize technical issues involved with the Dispatch Center and telecomm room for Police.

Staff met with our office design consultants to begin selecting new furnishings where the need has been identified.

A haz-mat consultant was brought in to examine the existing fiberglass insulation in the construction area and to do air testing in the occupied portion of the building to ensure there is no health concerns from fiberglass particles getting into the HVAC system.

The electrician hired directly by the City to move an electrical panel not covered by the renovation project, has completed the work at a price approximately \$3,000 less than the project sub-contractor's bid.

It appeared to the construction manager that the fire alarm system was designed with more elements than necessary or required by code. In addition to additional cost, there was a concern about ongoing maintenance requirements. As a result, after consulting the electrical engineer, we have instructed the sub-contractor to redraw the plans. There will be a cost of redrawing the plans, but we expect a net savings of at least \$6,000.

**Budget/change orders –**

TOTAL AVAILABLE:     \$9,985,100

The construction contract with Thompson Pacific is for \$7,085,000 and Council approved a contingency of \$569,100.

As of May 31, 2004, approximately \$3.3 million has been expended on the project (going back to FY99). This includes four construction payments (no payment was made to the contractor in May due to lack of a schedule update; two payments are likely in June).

### Change Orders –

As of June 14, still only two formal change orders have been processed and paid, for approximately \$9,500.

Despite the lack of numerous formal change orders, we know of other construction elements that will result in extra costs to the City. The three most significant costs identified as of this point remain: additional demolition of exterior walls, dealing with the thickened slab on the third floor, and the potential replacement or repair of the existing fire sprinkler system. Examples of other known change order costs include: additional bollards for the generator, added carpet base, steel revisions to match the existing roof's slope, electrical changes in the Police telecomm room, door hardware revisions and rekeying, and miscellaneous wall furring to facilitate new electrical and signal wiring. At this point, the area of the greatest unknown future construction costs remains the mechanical and electrical work.

As noted in past reports, there are also a number of situations that should result in credits to the City. For example, less slab demolition and replacement in the south wing, deletion of the projection screen in the Chamber, deletion of the elevator sump pump, reduced conduit and wiring for the new generator, reduced work in the existing north stairs, and deletion of fire alarm devices.

On balance, therefore, our rough estimate is that the current net cost of the construction changes identified to date will be **about \$125,000**. This is slightly higher than the estimate last month due to recently identified revisions necessary to adjust aspects of the structural steel, security system, casework and hardware. Please keep in mind the net cost projection is based on our construction manager's estimates only – not actual agreements with the contractor.

In addition, as noted before, there are other (non-construction) estimated charges against the contingency. For example, the archaeological costs will be higher than budgeted, as will the audio-video equipment and reconnecting the phone lines. Other significant additional expenses include site planning for the current PD site and new workstations for the police dispatch center.

Looking at the overall project, the current estimate is that we have anticipated charges against the contingency of **about \$250,000** at this point (a total of \$569,100 in contingency funding is available for the project). Staff will continue to monitor actual expenditures to the plan and will update Council on any significant deviations.

### **Project schedule -**

The contractor is required to provide an updated schedule monthly. The new project manager has significantly revised the schedule in a way that is more logical and in tune with the actual construction. The chart below reflects his new schedule. The key dates (completion of each phase) have not changed. It should be noted, however, that no schedule will be 100% accurate and we expect dates to continue to move around somewhat.

<b>Milestone</b>	<b>Schedule</b>	<b>Actual</b>	<b>Comments</b>
<i>Phase I:</i>			
Demolition	Jan. 9	Jan 9	
Foundations	Feb. 13	Feb 13	
Shear Walls - Existing Building	March 29	April 7	
Concrete Walls – Addition	April 29	May 26	
Structural Steel	June 23		Work began June 11
Roof on Addition	August 4		
Structural Glass	August 20		
Complete Landscaping	August 26		
Complete Sitework	Oct. 14		
Phase I complete	<b>Oct. 14</b>		
Transition period	Oct. 25		
<i>Phase II:</i>			
Demolition	Nov 4		
Tenant Improvements	Oct. – Dec.		
Phase II complete	<b>Dec. 23</b>		

**Photo's -**

The following pictures capture the essence of recent work.





**Fiscal Impact**

There is no fiscal impact to this report; funds for the project are included in the capital budget.

**Recommendation**

It is recommended that Council accept this report.

**Alternatives**

1. Provide direction to staff on additional information requested.
2. Discontinue monthly reports.
3. Provide alternative direction.
4. Take no action.

Respectfully submitted,

---

Daniel Rich  
Assistant City Manager

---

Jere A. Kersnar  
City Manager