



## **STAFF REPORT**

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### **Resolution approving Plans and Specifications for the Police Department/City Hall Project (City Contract No. 415-A) and authorizing distribution to pre-qualified contractors**

Honorable Mayor and Council Members

#### **Summary**

City Contract Number 415-A is for the seismic retrofit and remodel of City Hall so that the Police Department can move into the building. Work also includes a new ground floor Permit Center and a Council Chamber on the second floor. Staff recommends Council adopt the attached resolution approving the plans and specifications for the project and authorizing their distribution to the pre-qualified contractors.

#### **Background and Discussion**

Efforts have been underway for many years to develop an alternative to the sub-standard facility currently used by the Police Department. In late 2001, when bids came in 52% over estimates, the City Council rejected the bids for the City Hall/Police Facility Retrofit project and directed staff to come back with options for a new Police facility and renovations of City Hall to include a "One-Stop" Permit Center. In May of last year, Council directed staff to pursue "Option E," the concept of seismically retrofitting the existing City Hall and moving all Police services into the building and in September 2002 the architectural firm of KMD was hired to lead the effort.

Since then, staff has been working with KMD, their sub-consultants, and project manager Keith Anderson from Harris & Associates to develop revised plans. Considerable time was spent looking at the use of the space and the structural design options. An update was provided to Council in December 2002 at which point direction on the structural approach and the exterior facade was given to staff and the consultants. That report also highlighted programmatic changes from the previous plans, such as the addition of a Council Chamber and moving the Permit Center to the first floor. Staff believes the overall design and functionality of the building has been significantly improved from the previous plans. Another update was provided to the City Council in March of this year as well as at the July 8 meeting.

As noted in the July 8 report, we anticipate distributing plans and specifications on July 28 to the eleven firms that have been pre-qualified to bid on this project. The building permit should be issued on Monday, July 21. Copies of the plans and specifications are available in the City Manager's office for review.

Staff is recommending that the following three items be issued as bid alternates so that if elements of the project need to be cut, there are options: the new fence around the police parking; the carpet and painting in the existing stairwells; and the removal of wall coverings and repainting of the existing lobbies. Please note, there are other elements of this project (such as new furniture, AV equipment, etc.) that are not part of the contract and provide some additional flexibility for containing costs.

In the event that the building permit is not issued by July 22, staff will request a special meeting of the City Council to approve the plans and specifications in order to keep the project moving forward. It is suggested that meeting occur on Tuesday, July 29. If that is the case, all subsequent dates will slip by 1-2 weeks.

Assuming we go out to bid on July 28, we will have the bid opening on September 3. If there are no problems with the bids, we would ask Council to award the bid and authorize the City Manager to sign a contract on September 9. The lowest bidder will not be known when the September 9 report is written, so staff will communicate that to Council by email and then present it orally at the meeting on the 9<sup>th</sup>. Should there be concerns with the bids, staff would take additional time to analyze the bids and try to resolve any issues before bringing the award to Council on September 23. In either event, if the project proceeds, staff anticipates relocating in the middle of October and beginning construction around the first of November.

Another cost estimate will be done on the plans that go out to bid.

### **Fiscal Impact**

The FY04 capital improvement budget (item # 305-4510-2055) includes sufficient funds for this project.

### **Recommendation**

It is recommended that the City Council approve the plans and specifications for City Contract No. 415-A (Police Department and City Hall) and authorize their distribution to eleven pre-qualified contractors.

### **Alternatives**

1. Request changes in the plans or specifications
2. Provide alternative direction
3. Take no action at this time

**Attachments**

A. Resolution

Respectfully submitted,

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Daniel Rich  
Assistant City Manager

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Jere A. Kersnar  
City Manager

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING PLANS AND SPECIFICATIONS FOR THE POLICE DEPARTMENT/CITY HALL PROJECT (CITY CONTRACT NO. 415-A) AND AUTHORIZING THEIR DISTRIBUTION TO PRE-QUALIFIED CONTRACTORS

WHEREAS, the City of Belmont desires to replace the Police facility and retrofit City Hall; and

WHEREAS, KMD was hired to develop plans and specifications for the project; and

WHEREAS, a building permit has been issued and those plans and specifications are ready for distribution; and

WHEREAS, eleven firms have be pre-qualified to bid on the project; and

WHEREAS, funding for this project is budgeted for in Account #305-4510-2055.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Belmont hereby approves plans and specifications for the Police Department/City Hall project (City Contract No. 415-A) and authorizes their distribution to pre-qualified contractors

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I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on July 22, 2003 by the following vote:

AYES, COUNCILMEMBERS: \_\_\_\_\_

NOES, COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN, COUNCILMEMBERS: \_\_\_\_\_

ABSENT, COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
CLERK of the City of Belmont

APPROVED:

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MAYOR of the City of Belmont