



STAFF REPORT

Police Department/City Hall Project – 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 is the first such report.

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.

Discussion

Work to date has been primarily limited to site preparation. Specifically, a perimeter fence was put up and screened; the HVAC system has been evaluated; fire, sprinkler and plumbing systems have been reviewed; some erosion control steps have been taken; and dust barriers are being built to separate the construction area from employees and tenants. Soft demolition is expected to begin the week of December 1 and exterior site demo should be underway the following week. The City-retained archaeologist will be on site for all excavation activities.

Two project signs are being produced and will be installed shortly. The construction manager is in the process of reviewing special inspection proposals and staff is expected to select a firm for

this task in the next few weeks. Funding is in the budget and should be within the administrative approval level.

A weekly project meeting is held with the superintendent (Larry Minghi), the project manager (John Dilena), the construction manager (Keith Anderson) and the City's representative (Dan Rich). Other sub-contractors and consultants will be included as appropriate.

The contractor is required to submit a 90 day schedule and then a full schedule in the near future. Once the City and our construction manager have approved those, we will provide a schedule with major milestones for the Council. Currently, a three-week outline is provided each week.

Staff proposes that future monthly updates have the following components:

- Project schedule
- Recent construction activities
- Upcoming construction activities
- Budget/change orders
- Miscellaneous issues

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,

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