



## **STAFF REPORT**

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### **Police Department/City Hall Project – September Monthly Update and Direction on Policy Issues**

Honorable Mayor and Council Members

#### **Summary**

Staff provides 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. Unlike most monthly updates, this report includes items staff would like direction or action on. Specifically, staff seeks direction from Council on a plan for the current Police Department site and whether or not to change the address of City Hall.

#### **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 September 20, we are at day 316 of the project, or approximately 77% into the official timeline.

#### **Discussion**

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

- Structural steel framing for the addition completed.
- Structural steel collector channels almost complete in the south wing.
- Metal decking installed for the floors and roof of the addition.
- Lightweight concrete placed for the addition's 2<sup>nd</sup> floor, 3<sup>rd</sup> floor and roof slabs.
- Generator pad, bollards and the generator itself installed.
- Storm drain piping and catch basins installed.

- Motorcycle shed framed and exterior walls completed.
- Metal stud wall framing all but complete on all three floors of the south wing and underway in the addition and 1<sup>st</sup> floor of the north wing.
- Rough plumbing complete in the south wing.
- Rough electrical continues on all three floors of the south wing.
- HVAC ductwork installations complete in the south wing and started on the 1<sup>st</sup> floor of the north wing.
- Fire Sprinkler piping installation started
- Taping of the gypsum board (“sheet rock”) underway on all floors of the south wing.
- Lath (preparation for plastering) installed and plastering begun on the walls and ceilings in the detention area
- Concrete curbs, walkways and ramps are underway around the building.
- Special testing, at the direction of the structural engineer, to assess the integrity of the new shotcrete walls was completed and the resulting corrective work started.
- Inspections by the consulting Special Inspection & Testing firm, the City’s Building Department and the consulting engineers continue as needed.

**Upcoming construction activities –**

- Fireproofing on the structural steel
- Wall framing in the addition
- Plaster to continue in the detention area
- Gypsum board taping to continue in the south wing.
- Sprinkler piping to continue through out
- Roof drains, insulation and roofing membrane

**Miscellaneous issues –**

As noted above, initial routine testing found more than the normal weak spots in the new shotcrete walls. Accordingly, a special inspection firm was brought in to do more extensive testing using specialized ultra-sound equipment. The testing determined that portions of the wall, particular where sections were installed at different times, contained voids and/or material that was poorly consolidated. The structural engineer has directed that the deficient portions of the new walls be strengthen via epoxy injection. The contractor and subcontractor have accepted their responsibility to complete and pay for this testing and repair work. The additional work, although not helpful, has not directly impacted the timeline of the project.

Evaluation of the existing fire sprinkler system after demolition of the interior walls and ceiling revealed piping that was inadequately sized to meet current code requirements as well as pipe fittings that are no longer water tight and pipe supports that are unsafe. After reviewing the issue with the local fire marshal, the City’s construction manager recommended that majority of the existing sprinkler piping be replaced in lieu of modifying, patching and resupporting the existing system.

**Policy Issues –**

*City Hall Address:*

In April 2001, the City Council discussed changing the address of City Hall upon the completion of the renovation. As it has been three years since that discussion, staff would like Council to reaffirm this decision or provide alternative direction.

The April 10 minutes state, "Council concurred to change the address at the time of the dedication of the new facility. The address for City Hall will be One Twin Pines Lane. All addresses in the park will change to reflect this new address."

The buildings that would be impacted are City Hall, the Manor, the Senior and Community Center, the Parks and Recreation Building, and the Lodge. Staff would recommend that the Cottage and the Creekside Studios be given an address on "Cottage Lane" (the "street" off the parking lot). This idea has been reviewed with the Building Official and South County Fire and they have no objections to making Cottage Lane a formal street.

In order to provide sufficient information to Council to assist with your decision, staff explored the issue of changing the address with the Building Official, Police Department, South County Fire and the Postal Service. There are no legal or technical impediments to implementing the change. If the change is made, obviously new stationary, business cards, etc. would be required. If that is the case, staff would minimize the expense by using up existing stocks where possible and using stickers or stamps to cover the old address. The City has tenants in the Manor and Creekside Studios, so they would be impacted as well. Copies of this report are being sent to the tenants, so they are aware of the potential change.

The Building Official has the authority to change the addresses and establishes the numbering system. A fee of \$630 is required and covers notifications to others as required. The City sends notice to the County and they update the APN and memorialize the change through MetroScan. Police would need to report the change to the Department of Justice, FBI and other law enforcement agencies; most of this could be done by teletype.

#### Police Site:

When the renovation of the new Police Facility and City Hall is complete, and all Police Department staff are relocated into the new facility, the existing police station will be demolished. The approval of the City Hall project requires the demolition of the Police Department in order to stay within the Floor Area Ratio for the site. Therefore, the Council adopted a Priority Calendar item to plan for the use of the current Police Department site.

In the place of the current building, the Parks & Recreation Commission is recommending that improvements on the site be made to beautify the area with new landscaping and pathways and also preserve parking for City Hall and park visitors.

The Parks & Recreation Commission reviewed a total of three concept plans for the improvements. At their July 2004 meeting the Commission reviewed two plans for the site. The Commission selected Concept "B" for recommendation to Council. After further review by staff and the architect, and more detailed budgeting, it was determined that minor design changes to Concept "B" could lead to significant saving.

Therefore, at their September 2004 meeting the Commission reviewed an additional plan, now identified as Concept "C". The Commission voted unanimously to recommend that plan to the City Council and that the project should proceed immediately after demolition of the building. Concept C can be found in Attachment A.

Project cost estimates for the two plans are:

Concept "B" \$260,000

Concept "C" \$220,000

Improvements to enhance the driveway entry off Ralston and integrate the back of the Manor and Senior Center to the newly landscaped area were considered, but are costly and are not recommended at this time.

If Council approves the plan, the next step will be to have a more detailed version reviewed by the Planning Commission with a request to amend the Design Review approval of the Police Facility/City Hall landscape plan.

Design work to date has been about \$10,000 and to do the additional work necessary to take documents to the Planning Commission will be another \$10,000. These funds will be taken from the contingency account of the City Hall project. Additional design and construction costs will come from the Park Improvement Fund. As a result, if this project proceeds, the Ralston Ranch Park project will need to be delayed.

**Budget/change orders –**

TOTAL AVAILABLE: \$9,985,100

As of September 20, 2004, approximately \$5.0 million has been expended on the project (going back to FY99).

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

Change Orders –

As of September 20, three formal change orders have been processed and paid, for approximately \$25,000 and several additional changes including one credit for about \$1,000 have been tentatively approved.

Despite the lack of numerous formal change orders, we know of other construction elements that will result in extra costs to the City. A few of the more significant costs identified as of this point are: additional demolition of exterior walls, dealing with the thickened slab on the third floor, the potential replacement or repair of the existing fire sprinkler system, glazing and the packet passer in Dispatch, and additional lockers/casework in the men's locker room. Examples of other known change order costs include: additional bollards to protect the generator, added carpet base, steel revisions to match the existing roof's slope and to connect the first floor window system, 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.

Draws on Contingency -

On balance, therefore, our rough estimate is that the current net cost of the construction changes identified to date will be **about \$180,000**. Significant changes since the last report include additional fire sprinkler work noted above, changes to the lighting in the Council Chamber, and revisions to the structural steel. 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 are higher than budgeted, as will be the audio-video equipment and reconnecting the phone lines. Other significant additional expenses include site planning for the current PD site, new workstations for the police dispatch center, and additional casework in the building.

Looking at the overall project, the current estimate is that we have anticipated charges against the contingency of **about \$325,000** 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 official project schedule has slipped another two weeks at this point. The two main factors causing the delay are the structural glass wall (as noted in a previous report) and the structural steel. Some of the delay is due to design errors, so it is likely that the delays will be considered “concurrent” (offsetting - “their” fault and “our” fault). In order to expedite the project Thompson wants, at their expense, to authorize overtime in certain situations. When it can be done within the parameters of the contract, staff will allow such overtime.

An updated schedule is provided below. It should be noted, however, that no schedule will be 100% accurate and we expect dates to continue to shift.

<b>Milestone</b>	<b>Schedule</b>	<b>Revised</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		Sept 16	
Roof on Addition	August 4	Oct. 1		Questionable
Complete Landscaping	August 26	Sept. 27		Not realistic
Complete Sitework	Oct. 14	Oct. 14		Some hardscape will wait until window is installed
Structural Glass	August 20	Oct. 22		
<b>Phase I complete</b>	Oct. 14	Nov 24		
Transition period	Oct. 25	Dec. 02		

<i>Phase II:</i>				
Demolition	Nov 4	Dec. 9		
Tenant Improvements (currently occupied areas)	Oct. – Dec.	Dec. – Jan.		
<b>Phase II complete</b>	Dec. 23	Feb. 7		

**Photo's -**

The following pictures show some of the process since the last update.



### **Fiscal Impact**

There is no fiscal impact to this report; the City will incur costs for a change of address fee as well as for design work on the PD site plans, but those funds will be taken from the authorized budget.

### **Recommendation**

It is recommended that Council:

1. Accept the update provided in this report
2. Authorize a change in address for City Hall and other buildings in the complex to “Twin Pines Lane” or “Cottage Lane” as appropriate.
3. Approve “Option C” for the use of the current Police Department site.

### **Alternatives**

1. Leave the City Hall address as 1070 Sixth Avenue.
2. Change the City Hall address to a Ralston Avenue address.
3. Approve an alternative design for the Police site
4. Provide alternative direction to staff on additional information requested.
5. Take no action.

### **Attachment**

- A. Plan for Police Department Site

Respectfully submitted,

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Daniel Rich  
Interim City Manager



## Legend

- A** New sign with improved clarity
- B** Existing palm tree
- C** Existing magnolia tree
- D** Existing laurel tree
- E** New bench
- F** Existing wood seat wall
- G** New pathway allowing access from City Hall to the Senior Center
- H** Existing trellis structure and picnic tables
- I** Existing parking lot to be patched and ressealed

Parking	
Existing:	23 Spaces
Proposed:	22 Spaces



Callander Associates

Landscape Architecture  
Parks and Recreation Planning

**City of Belmont**



Parks and Recreation Department  
August 11, 2004