



## **Staff Report**

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### POLICE DEPARTMENT/CITY HALL PROJECT – MARCH MONTHLY UPDATE

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 an updated schedule are also included.

#### **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, 2003 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, 2003 and continue for 410 days.

As of March 14, 2005 we are at day 491 of the project. Clearly the timeline has slipped from the original completion date, as noted before and below.

#### **Discussion**

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

- Taping of the gypsum board virtually complete in the addition.
- Rough electrical complete and trim underway in the addition.
- Door installation virtually complete in the south wing and addition.
- Telephone, data and security cabling virtually complete in the south wing.
- The T-bar ceiling grid is complete and installation of ceiling tiles underway.
- Installation light fixtures close to complete in the south wing and addition.
- Storefront window system on the ground floor nearly complete.
- Installation of the addition's lobby tile floor is complete.
- Installation of the structural glass wall system is complete and work on the metal panels around it is underway.

- Speaker installation in the Council Chamber complete.
- Painting of the exterior is virtually complete, interior painting continues.
- Connection of new the gas piping to the existing service.
- Initial start-up and testing of the generator complete.
- Inspections by the City’s Building Department, South County Fire, and the consulting engineers continue as needed.

**Upcoming construction activities –**

- Installation of solid surface (Corian) countertops.
- Final Phase I interior finishes (wood paneling, carpeting, base, paint etc.)
- Continued work on exterior metal panels.
- Completion of the exterior finishes on the front of the addition, i.e. stone base and metal fins.
- HVAC start up (heating to facilitate interior finish work).
- HVAC air balancing.
- Final Phase I site concrete (curbs and sidewalks)
- Phase I landscaping

**Miscellaneous issues –**

Planning Commission:

The Planning Commission was presented three minor modifications to the project on March 15: moving the exterior logo as noted to Council previously, altering the fence design, and allowing for the possibility of moving the flagpole (from the center front of the lawn to the side corner).

Fence:

Staff is still exploring options that would prevent pedestrians and vehicles entering through the southern Sixth Avenue driveway without installing (and incurring the cost) the entire fence originally planned at this time.

Interior Logo:

The contract documents were not explicit on the desired logo in the Council Chamber. As a result, installing one will be a change order. Given the tight budget, staff is putting off this work until such time as it is clear sufficient funds are available.

Federal Grant:

Last week, staff was able to successfully draw \$148,568 from the U.S. Department of Justice for the Police Facility. This was our first request for payment on the \$248,000 Cops Technology grant we received as a result of Congresswoman Eshoo’s efforts.

Chamber Suite:

Work is well underway (by a different contractor) to do the tenant improvements in the 6<sup>th</sup> Avenue corner suite the Chamber of Commerce will occupy. We have sent them a letter that the space will be available to them, at the new rent level, as of April 1.

**Budget/change orders –**

The construction contract with Thompson Pacific is for \$7,085,000 (plus approved change orders); Council approved a contingency of \$569,100.

Total Available for the  
project: \$9,985,100

As of February 28, 2005, approximately \$3.4 million has been expended this fiscal year and \$6.5 million total on the project. We are at 75% of payments to the contractor (and retain 10% of all due in an escrow account).

Change Orders –

As of March 14, still only seven formal change orders, addressing twenty-five separately negotiated changes (including three credits), have been processed and paid, for a net total of \$26,367.

Despite the lack of numerous formally approved change orders, we know of other construction elements that will result in extra costs to the City. The significant components include: additional demo for the generator pad, drilling through the thickened slab, steel collectors under the thickened slab, changes to the structural steel, revisions to the roof slope and insulation, rerouting conduit for the generator, carpets in the new stairwell, additional electrical work, changes to the existing fire protection system, and changes to the Police telecomm room.

As noted in past reports, there are also a number of situations that should result in credits to the City. For example, 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 **\$260,000**. This month's estimate is essentially unchanged as a combined result of relatively few new cost issues and successfully credit negotiations. The only significant new cost involves the addition of HVAC controls work. 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, , additional storage and furniture rental costs, developing the new furniture specs, fencing, and additional construction management fees.

*Looking at the overall project*, the current estimate is that we have anticipated charges against the contingency of about **\$515,000** at this point – slightly less than last month's estimate (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 regularly.

**Project schedule -**

Below is the timeline as of this date. As can be seen, we have lost about one week since the last report. The structural glass wall is now essentially complete and no longer the main factor causing the delay, however the project is now being delayed by related work: the exterior metal panels. Many of the panels have had to be reordered, delaying their installation and delaying completion of the exterior and adjacent site work. Additionally, HVAC controls work is required and this additional work has delayed the start-up of the building’s heating and cooling systems.

Some activity delays may be attributable to design and/or documentation errors, so it is likely that some of the delays will be considered “concurrent” (offsetting - “their” fault and “our” fault). Additional discussions will be necessary with the general contractor to try to resolve these delay issues without litigation.

<b>Milestone</b>	<b>Original 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		Feb 24	<i>Work complete</i>
Complete Landscaping	August 26	Apr 12		
Complete Site work	Oct. 14	Apr 15		<i>Note: this work is scheduled as completing a week after the building.</i>
Structural Glass	August 20		Feb 17	<i>Only very minor work to complete</i>
<b>Phase I complete</b>	Oct. 14	<b>Apr 08</b>		
Transition period	Oct. 25	April 11-15		<i>By Contract the City has 7 seven calendar days to complete the move</i>
<i>Phase II:</i>				
Demolition	Nov 4	Apr 22		
Tenant Improvements (currently occupied areas)	Oct. – Dec.	May - June		
<b>Phase II complete</b>	Dec. 23	<b>June 17</b>		<i>Based on performance to date, this is questionable</i>

**Photo's -**

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



**Fiscal Impact**

There is no fiscal impact to this report.

**Recommendation**

It is recommended that Council accept the update provided in this report

**Alternatives**

1. Provide alternative direction to staff.
2. Take no action.

**Attachments**

None.

Respectfully submitted,

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Daniel Rich  
Interim City Manager