



Staff Report

POLICE DEPARTMENT/CITY HALL PROJECT – MAY 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 May 16, 2005 we are at day 554 of the project. Clearly the timeline has slipped from the original completion date, as noted before and below.

Discussion

Recent construction activities -

- Phase I landscaping completed.
- Structural Glass Wall and metal panel system completed.
- Exterior finishes on the front of the addition (stone base, metal fins, lights) completed.
- Audio/visual work in the Council Chamber underway.
- Quality Control list (punch list) created by architect and corrections underway by contractor.
- Final Phase I Building Department and South County Fire, inspections completed.
- Demolition work for Phase II underway.

Upcoming construction activities –

- Complete Phase I punch list work
- SBC completion of the 9-1-1 system.
- Demolition in the south parking lot for the new trash enclosure.
- Removal of existing exterior glass to facilitate the addition or deletion of doors
- Installation of Phase II structural steel above the 2nd and 3rd floor including over the Finance, City Manager and Human Resources areas
- Layout for the new interior walls in the north wing

Miscellaneous issues –

Project Management

Karl Mittlestadt will be taking over management of the project for the City through completion. Keith Anderson remains under contract for construction management services through June, at a reduced number of hours. Ray Davis is taking over responsibility for “Phase III” which is the demolition and subsequent landscaping of the current Police building. That work is not likely to occur until after the Belmont Festival in September.

Move/Opening:

City Hall offices were moved on Thursday, April 28. City Hall remained closed to the public on Friday so staff could unpack and get their offices/suites together. City Hall opened to the public through the new, One Twin Pines Lane lobby at 8 AM on Monday, May 2. The “north” driveway off Sixth Avenue is now open and the “south” driveway is completely closed.

A “ribbon cutting” was held on Tuesday, May 3 at 9 AM to formally open the building. A bigger celebration will be a “community open house” this summer after the project is entirely done.

In order to accommodate structural steel work in the area, it has been determined that it was best to move out the staff in the City Manager and Human Resources suite (everything would have to be moved for a few days of carpeting anyway). The offices will be closed on Wednesday, May 25 and will reopen for business in a temporary location on the second floor.

Council Chamber:

Work is still underway in the Chamber. The AV is nearing completion and we are still waiting for the installation of the curtains. Chairs will be set up as soon as the room has been punch listed. We are hopeful that the Council can meet in the new Chamber for the June 14 meeting.

Staff has received quotes from three vendors for a sign in the Council Chamber. They ranged from \$1,700 to \$14,000. We are exploring a three foot wood carving of the logo, which is at the low end of the estimates.

Architect Fees:

Staff is in discussions with the architect regarding additional fees since the project has gone

beyond the anticipated fourteen month duration.

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 April 30, 2005, approximately \$3.8 million has been expended this fiscal year and a balance of just under \$1.8 million remains.

Change Orders –

As of May 16, still only eleven formal change orders, addressing forty-four separately negotiated changes (including twelve credits), have been processed and paid, for a net total of \$34,938.

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, steel collectors under the thickened slab, changes to the structural steel, revisions to the roof slope, 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, our rough estimate is that the current net cost of the construction changes identified to date is about **\$260,000**. This month's estimate is essentially unchanged as a combined result of relatively few new cost issues and successfully credit negotiations. Please keep in mind this 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, additional construction management fees and additional furnishings. The plans and specifications for the actual demolition are still being worked on, but it is clear the total cost is likely to be more than originally budgeted. A final cost estimate will be prepared once all the preliminary work is completed.

Looking at all anticipated expenses, it looks like we are within \$25,000 of the total project

budget. This figure includes the increased cost estimate for the hazardous materials removal from the current Police building noted last month and some additional moving/furnishing costs. It is, of course, still an estimate based on the best information we have at this time with some costs still unknown. 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.

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). As noted before, discussions are underway with the general contractor to try to resolve these delay issues without litigation.

Milestone	Original Schedule	Revised	Actual	Comments
<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	
Complete Landscaping	August 26	Apr 15		<i>Not completed</i>
Complete Site work	Oct. 14	Apr 26		
Structural Glass	August 20	April 6		<i>Only very minor work to complete</i>
Phase I complete	Oct. 14	Apr 27		<i>Essentially done by then</i>
Transition period	Oct. 25	April 28 – May 4		
<i>Phase II:</i>				
Demolition	Nov 4	May 9		
Tenant Improvements (currently occupied areas)	Oct. – Dec.	May - July		
Phase II complete	Dec. 23	July 11		<i>Based on performance to date, this is questionable</i>

Photo's -

The following picture from the ribbon cutting highlights 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.

Respectfully submitted,

Daniel Rich
Interim City Manager