



Staff Report

POLICE DEPARTMENT/CITY HALL PROJECT – AUGUST 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 August 5, 2005 we are at day 635 of the project. Clearly the timeline has slipped from the original completion date, as noted before and below.

Discussion

Recent construction activities -

- Phase I Quality Control list (punch list) corrections continues.
- Demolition work for Phase II completed.
- Phase II structural steel complete.
- Phase II fire sprinkler piping and inspections complete.
- Phase II interior wall framing, gypsum board and taping complete.
- Phase II HVAC rough-in complete and trim under way.
- Phase II plumbing rough-ins complete.
- Phase II electrical rough-in nearly complete and lighting and trim started.
- Phase II interior painting nearing completion.
- Phase II T-bar ceilings underway.
- Phase II flooring (vinyl tile & carpeting) started.

- CMU walls built for new trash enclosure.
- New concrete curbs, sidewalks and asphalt in south side parking completed.
- Phase II landscape irrigation and planting underway
- Installation of custom dispatch casework essentially complete.
- Installation of new PD workstations started.

Upcoming construction activities –

- All new interior construction should be complete by mid August.
- Final City inspections of Phase II work and corresponding punch lists.
- Completion of Phase I & II punch list work.
- O&M training sessions for the City’s staff.
- SBC completion of the 9-1-1 and PD radio systems.

Miscellaneous issues –

Project Management Transition:

The City Hall construction project management was handled by interim City Manager Dan Rich until May 20 when Parks & Recreation Director Karl Mittelstadt assumed the responsibility. Karl retired on June 30. While the project is nearing completion, it continues to require construction management oversight even after physical completion of the buildings. The City Manager has appointed Karl Mittelstadt on a part time basis to oversee the project. Ray Davis has taken over responsibility for “Phase III” which is the demolition and subsequent landscaping of the current Police building site. That work will not occur until after the Belmont Festival in September.

Construction Management:

The construction management contract with Keith Anderson of Harris Associates ended on June 15th. At the July 12th meeting the Council extended Harris’ contract through mid-September with reduced hours. Harris’ services are vital to seeing the project through completion for both day-to-day construction activities and to represent the city in communications with the general contractor. The schedule below summarizes the contract with Harris Associates:

Initial Amount	\$385,000
First Amendment	55,000
Second Amendment	49,974
Total	\$489,974

Final Move:

The final move of all offices in to the building will be phased in over late August through early September. The following is the tentative schedule for the move:

- Friday, August 26th - City Manager, Human Resources and Community Development
- Tuesday, September 6th - Police Operations and Administration
- Thursday, September 8th - Finance

A “ribbon cutting” was held on Tuesday, May 3 at 9 AM to formally open the new lobby, Permit Center and Council Chamber. A bigger celebration will include a “community open house” this fall after the project is entirely done.

Council Chamber:

The first City Council meeting was held in the new Chamber on June 14th. The Planning Commission met on June 21st. The Parks & Recreation Commission held its first meeting on August 3rd. The problems with the HVAC system controls have been resolved

Logos and Elected Official Photos:

Staff is continuing to gather information on the City logo to be placed on the wall behind the dais in the Council Chamber. Staff has asked the sign maker to create electronic mockups for both a sandblasted wood logo (colored) and polished aluminum option (monochrome) to assist in making a decision.

The City logo that will be placed on the front exterior of the building was ordered several months ago and will be available for inspection no later than August 15th. It will be placed in the main lobby. This logo has a polished metal, monochrome finish.

Once new frames have been purchased staff will be installing the individual Council photos as well as the City Clerk and City Treasurer’s photos in the main lobby opposite the elevator.

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 June 30, 2005 approximately \$4.1 million had been expended in fiscal year 2005 and a balance of just under \$1.5 million remains.

Change Orders –

As of August 5, 2005, fifteen formal change orders, addressing sixty-four separately negotiated changes (including twelve credits), have been processed and paid, for a net total of \$102,382.

We know of other construction issues 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, rerouting conduit for the generator, additional electrical work, changes to the Police telecomm room and additional Phase II demolition.

As noted in past reports, there are also a number of situations that will 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.

Additional Costs-

It is apparent to staff that a number of critical work items were not included in the scope of the original construction contract documents. Examples include, but are not limited to, painting the interior walls of the City Managers, Human Resources, Finance Department and Community Development Offices on the 3rd floor, sealing and coating the concrete floors in the new holding cells in the Police Department and extending data cables into several offices. While this work could be performed at a later date, staff believes that it is prudent to proceed now while these areas in the building are unoccupied. This work will be coordinated with the original contract work so that staff can move unaffected into their renovated suites. The total estimate for these items is \$50,000. The amount of these additional costs (including the extension of Harris' contract), or \$100,000 (1% of the total budget), is available from the project contingency.

Architect Fees: Since the project has gone beyond the anticipated fourteen month duration. An additional \$9,000 was agreed to to carry the architect through the end of the project.

Draws on Contingency -

On balance, our rough estimate is that the current net cost of the **construction** contract changes identified to date remains about **\$280,000**. 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.

Police Department Demolition and Landscaping-

Due to the nature and timing of the project, staff is recommending that the current Phase III of the project, the demolition of the Police Station and subsequent landscape improvements be separated from the City Hall/Police Department project. This will entail creating a \$150,000 (est.) project budget for the demolition, asbestos abatement, backfilling of the basement and restoration of the Manor Building exterior into a new project account. Staff proposes any remaining funds from the Police Department/City Hall project be transferred into this new project and be further augmented by additional funding from the General Facilities Fund, the Redevelopment Agency Capital Projects Fund or a combination of both. This new project requires an amendment to the FY 2006 Budget and council authorization prior to contract bid approval. Staff will bring back a resolution as part of the Mid Year Review for this purpose.

Lastly, this project would be coordinated with an existing budgeted project, Police Station Landscape Improvement - #8051 in the amount of \$280,000, already authorized in the adopted FY 2006 Parks Capital Improvement budget. This project includes the landscaping, sidewalk and lighting improvements for the site.

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>Phase I complete/not accepted</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 25	<i>Complete with move of CM & HR Offices</i>
<i>Phase II:</i>				
Demolition	Nov 4		May 18	
Tenant Improvements (currently occupied areas)	Oct. – Dec.	May – August		
Phase II complete	Dec. 23	August 12		<i>Additional punch list items will continue to be completed well into September.</i>

Recent Photo's -



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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Project Manager

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Interim City Manager