



## **Staff Report**

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### **POLICE DEPARTMENT/CITY HALL PROJECT – SEPTEMBER 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, project schedule and budget. Selected photos of the project 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 successful bidder was Thompson Pacific Construction, Inc. The project includes, but is not limited to, the seismic retrofit of City Hall, renovation of existing City Offices and remodel of portions of the building to accommodate the Police Department and the addition of 8,000 square feet to accommodate a new lobby, Permit Center and City Council Chamber.

As of September 6, 2005 (day 667 of the project) construction was substantially complete and the facility is fully operational.

#### **Discussion**

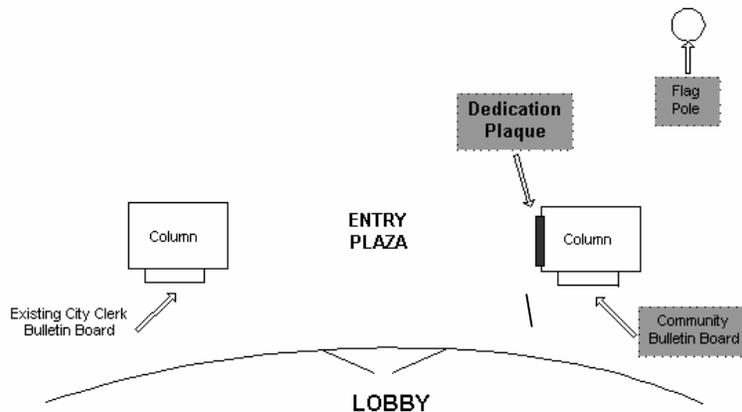
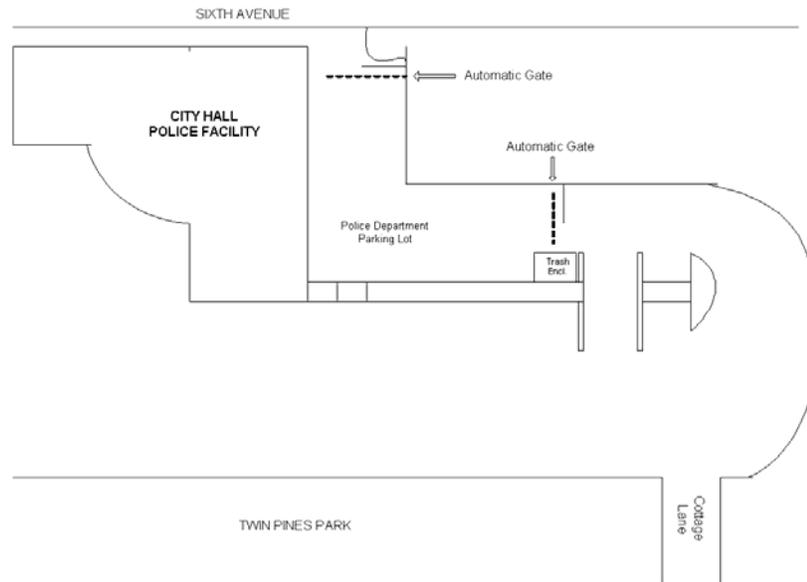
##### **Recent project activities**

- All interior construction complete.
- Final inspections of Phase II work and corresponding punch lists.
- Testing and training for new emergency generator.
- Completion of installation of 9-1-1- and PD radio systems.
- Completion of Phase II exterior landscaping and irrigation (per contract).

##### **Upcoming project activities**

- Install City logo on front of building.
- Install benches and trash container at front entry.
- Complete landscape planting in Police parking lot (City staff).
- Complete interior sign program (City staff).
- Modify Police Motorcycle Shed (extend 2 feet).

- Complete punch list items.
- Install wood fence on trash enclosure.
- Install rolling security gates for Police parking lot.
- Install facility dedication plaque on column to the left of the main entrance (as one faces the building).
- Install flag pole to the left of the main entrance in the lawn area (as one faces the building).
- Install community bulletin board on column to the left of the main entrance (as one faces the building). The bulletin board will match the existing City Clerk’s bulletin board mounted on the opposite column.
- Add signage identifying the Police Department “Off Hours” entrance to the right of the main entrance.



**Miscellaneous issues**

Final Move

The final move of all city offices was completed as follows:

- August 26 – City Manager, Human Resources & Community Development
- September 6 – Finance
- September 12 – Police

A “Ribbon Cutting” was held on May 3, 2005 to formally open the lobby, Permit Center and City Council Chamber. A formal celebration is scheduled prior to the Council meeting on November 22<sup>nd</sup>. A bronze plaque will be dedicated at this ceremony.

Council Chamber Logo

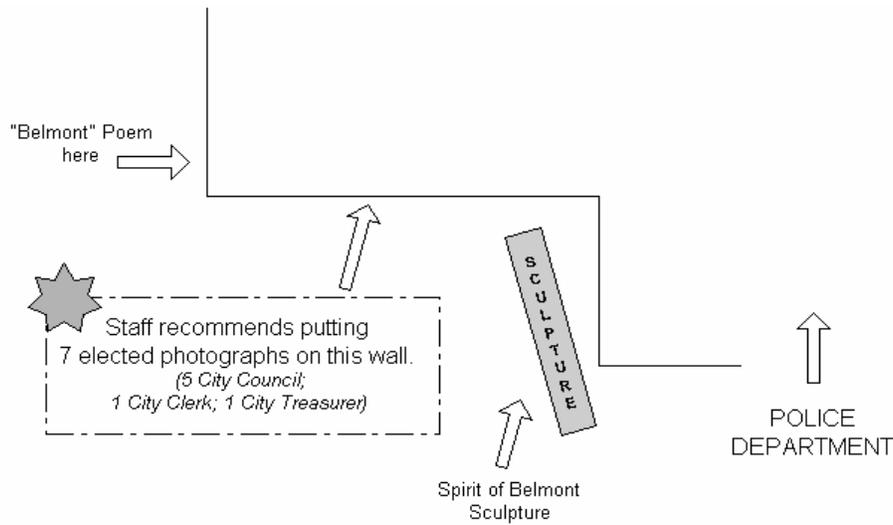
Electronic samples of the City logo for the Council Chamber, one monochrome and one in color, are being created for Council’s consideration. This logo will be placed behind and above the Council dais.

Exterior City Logo

The City logo to be placed on the front exterior of the building is still not available for inspection. Staff is pressing the contractor to have the logo delivered promptly. Once it is received it will be placed in the lobby for inspection.

Elected Officials Photos

Staff will be installing the individual photos of the current Mayor and Council Members, as well as the City Clerk’s and City Treasurer’s photo in the main lobby opposite the elevator.

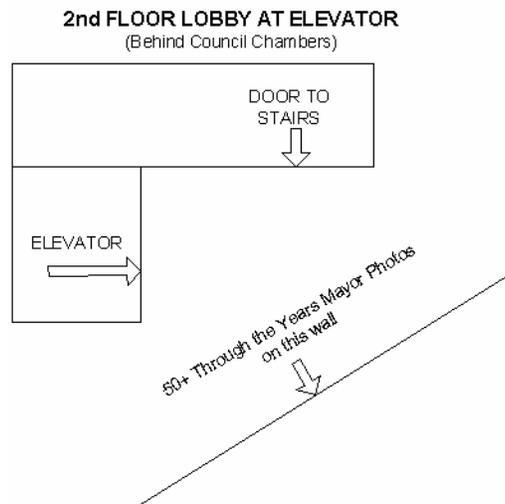


**FIRST FLOOR LOBBY**

← PERMIT CENTER

### Former Mayor Photos

The photos of Belmont’s former Mayors will be installed on the second floor opposite the elevator. These are the photos that were formerly hung in the fishbowl in the City Manager’s Office.



### Police Department Demolition and Landscaping

In the August project update staff recommended that the Police Department demolition and landscaping project (Phase III) be separated from the Police Department/City Hall 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. Any remaining funds from the Police Department/City Hall project will be transferred into the 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, the project will be coordinated with an existing budgeted project, Police Station Landscape Improvements - #8051 in the amount of \$280,000, already authorized in the adopted FY 2006 Parks Capital Improvement budget. This project includes the landscaping, sidewalks and lighting improvements for the site. The plans for the landscaping project have been reviewed and approved by the Parks and Recreation and Planning Commissions and the City Council.

### Future Project – Potential Solar Project

The City Manager and Finance Director are exploring the possibility of a project to install photo voltaic cells on the City Hall roof to generate a portion of the electricity needs for the facility. The project will also entail the insulating of the roof and re-roofing of the original portion of the

building prior to the installation of the photo voltaic cells. Additional information will be developed for this project.

Thank You to Staff

We would like to thank and acknowledge the staff members in all the departments impacted by the project. Each department was moved at least twice, a very disruptive process, but everyone still managed to conduct their regular business with little or no impact to the public.

Also, a special thank you is due to the Parks and Public Works Crews and the Information Technology Department for their vital role in completing the project. Their assistance in every aspect of the work made the transition and move proceed very smoothly.

**Project schedule**

Below is the timeline as of this date.

Some activity delays were 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).

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>
<b>Phase I complete</b>	Oct. 14	Apr 27		<i>Essentially done by then</i>
Transition period	Oct. 25		April 28 -May 25	<i>Complete with move of CM &amp; HR Offices</i>
<i>Phase II:</i>				
Demolition	Nov 4		May 18	
Tenant Improvements	Oct. – Dec.	May – August	August 26	
<b>Phase II complete</b>	Dec. 23	August 12	Substantial Completion September 6	<i>Additional punch list items will continue to be completed in September and Early October.</i>

**Fiscal Impact**

There is no fiscal impact to this report.

The schedule below summarizes the project’s sources and uses of funds, including construction costs and contingency use to date:

<b>Sources</b>		
<b>Description</b>	<b>Amount</b>	<b>%</b>
Proceeds from Loans	\$1,000,000	10
Proceeds from RDA Bonds – 99A	2,230,360	22
Proceeds from RDA Bonds – 99B	2,038,870	20
Proceeds from Variable Rate Note – 99A	2,503,153	25
Transfers from General Fund	500,000	5
Transfers from Facilities Fund	460,000	5
Federal Grant	248,000	2
State Grant	133,000	1
One Time Contributions - ERAF	155,100	1
Settlements	50,000	1
Interest	688,617	7
<b>Total</b>	<b>\$10,007,100</b>	<b>100</b>

<b>Uses</b>				
<b>Description</b>	<b>Amount</b>			<b>%</b>
	<b>Construction</b>	<b>Other</b>	<b>Total</b>	
Contracts	\$7,085,000	\$2,353,100	\$9,438,100	94
Change Order Contingency	350,000	219,000	569,000	6
<b>Total</b>	<b>\$7,435,000</b>	<b>\$2,572,100</b>	<b>\$10,007,100</b>	<b>100</b>
Less: Progress Payments	7,022,251	2,293,571	9,315,822	93
Change Orders	102,382	-	102,382	1
Subtotal	7,124,633	2,293,571	9,418,204	95
Balance Remaining on Contracts & Contingencies	310,367	278,529	541,345	5
Less: Work Remaining	310,367	304,967	615,334	6
<b>Project Balance</b>	<b>\$-</b>	<b>-\$26,438</b>	<b>-\$26,438</b>	<b>-</b>

### Budget/change orders

The construction contract with Thompson Pacific is for \$7,085,000. The project is currently with-in budget, excluding estimated work remaining to finish. On September 15, 2005 the 21<sup>st</sup> payment was made to Thompson Pacific for \$244,907. This signifies that we are at 96% of payments to the Contractor (and retain 10% of all due in an escrow account)

As of September 15<sup>th</sup>, fifteen formal change orders have been issued, addressing sixty-four separately negotiated changes (including twelve credits), for a total of \$102,382.

### Additional Costs

It is apparent to staff that a number of critical work items were not included in the scope of the original construction documents. Examples include painting of the interior walls of the City Manager's, Human Resource's, Finance and Community Development suites, installation of security gates for the Police parking lot (the wooden perimeter fence will not be installed) and additional telephone and data lines for the City Manager's office and Finance Department. The cost of these items has been included in the project and the funds are available in the project contingency.

### Draws on Contingency

A total of \$350,000 was allocated for contract contingencies. Of this amount, only \$102,382 has been released to date. An additional \$247,618 is available for the project.

Final cost estimates will be completed when the Contractor submits and the City agrees to any additional change orders.

### **Photos**





**Public Contact**

Posting of Council agenda.

**Recommendation**

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

**Alternatives**

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

**Attachments**

None.

Respectfully submitted,

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Karl Mittelstadt  
Project Manager

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Jack R. Crist  
Interim City Manager