



STAFF REPORT

POLICE DEPARTMENT/CITY HALL PROJECT – NOVEMBER 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. The contractor has continued to work on punchlist items since the project was substantially complete.

Discussion

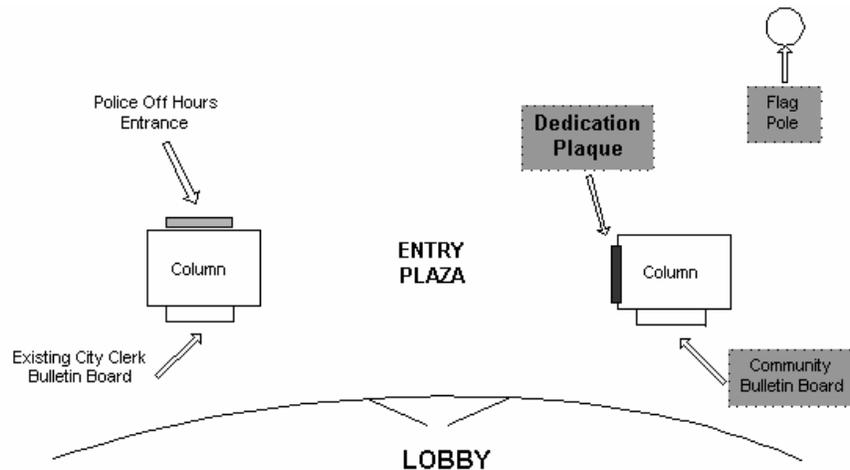
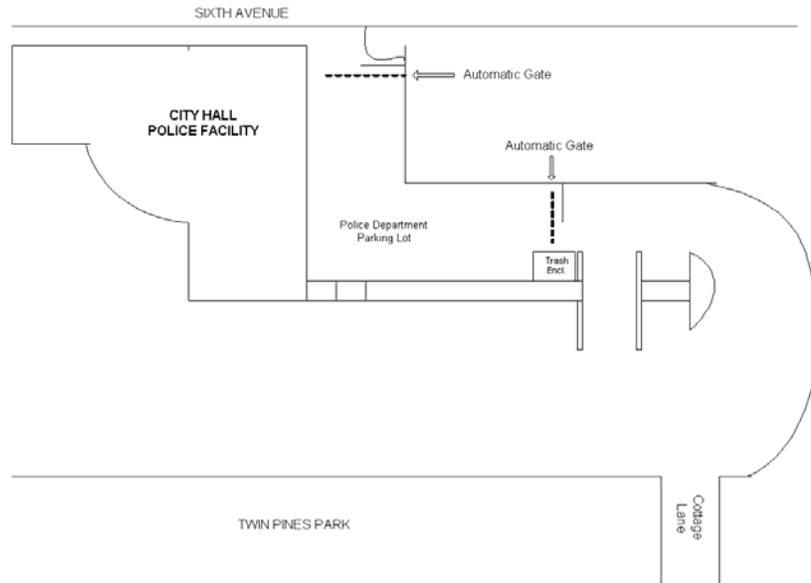
Recent project activities

- Minor punchlist items completed
- Work commenced for the installation of TV in the main lobby.
- Community bulletin board installed near front entrance of main lobby.

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 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).
- Add permanent 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 December 13th. A bronze plaque will be dedicated at this ceremony.

Council Chamber Logo

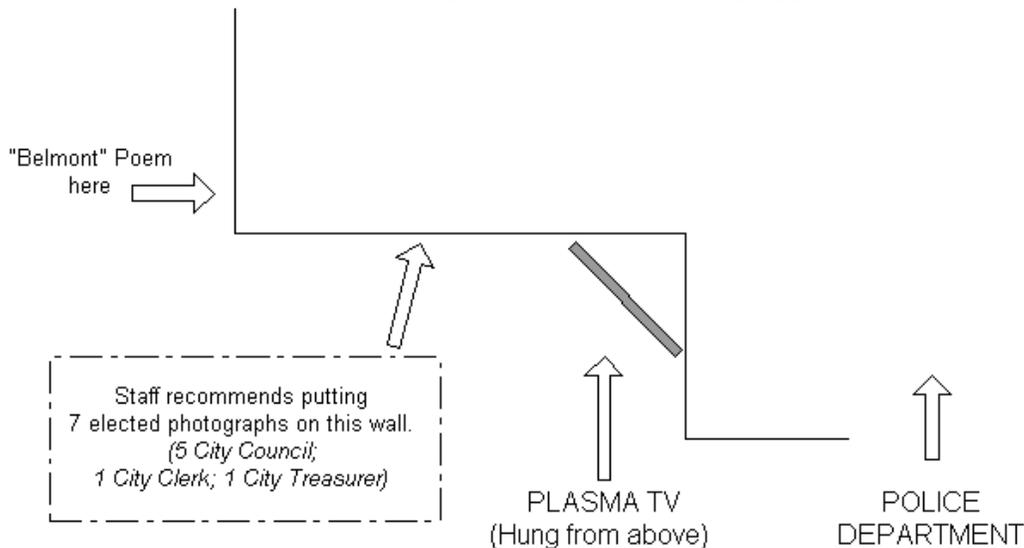
Electronic samples of the City logo for the Council Chamber, one monochrome and one in color are being created for Council’s consideration. This logo will be placed behind and above the Council dais.

Exterior City Logo

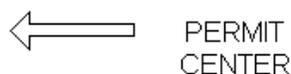
The City logo to be placed on the front exterior of the building has arrived. The logo was hung from the building and photographed to determine if it was the proper size. Based on the comments staff received the logo appears to be too small. In order to determine the proper size staff will be creating a cardboard mock up of a slightly larger size and hanging it from the building. Once it is in place staff will notify Council so that it can be inspected.

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.

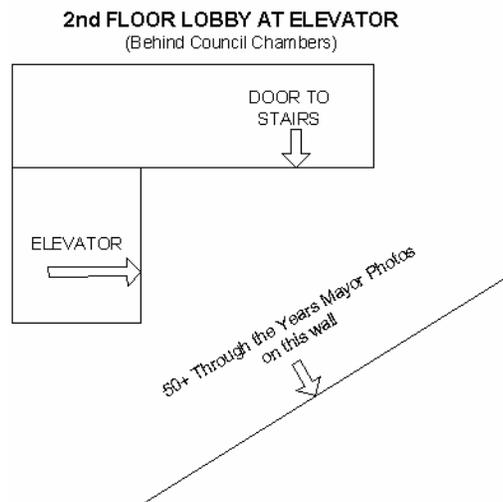


FIRST FLOOR LOBBY



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. Additional track light will be installed to highlight the photos.



Television in Lobby

Per Council direction to install a television in the main lobby, staff is proceeding with the installation of a plasma screen. The cost to purchase and install a 50-inch screen is approximately \$6,000.

With the installation of the television the wood sculpture will be moved to the third floor lobby.

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, and 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). Contract Change Order #16 authorizes and extension of the contract schedule by 256 days. This extension was mutually agreed upon by the contractor and City.

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	Oct. – Dec.	May – August	August 26	
Phase II complete	Dec. 23	August 12	Substantial Completion September 6	<i>Additional punch list items will continue to be completed in</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:

Sources		
Description	Amount	%
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
Total	\$10,007,100	100

Uses				
Description	Amount			%
	Construction	Other	Total	
Contracts	\$7,085,000	\$2,353,100	\$9,438,100	94
Change Order Contingency	350,000	219,000	569,000	6
Total	\$7,435,000	\$2,572,100	\$10,007,100	100
Less: Progress Payments	7,047,568	2,380,980	9,428,548	94

Change Orders	154,328	-	154,328	2
Subtotal	7,201,896	2,380,980	9,582,876	96
Balance Remaining on Contracts & Contingencies	233,104	191,120	424,224	4
Less: Work Remaining	233,104	240,034	473,138	5
Project Balance	\$-	-\$48,914	-\$48,914	-

There are sufficient funds in the Redevelopment Agency’s Capital Projects fund to cover the estimated project deficit of \$48,914. In addition, staff anticipates that there will be some unspent construction contingency that would mitigate this deficit. Once the project is closed, staff will prepare an adjustment to the project budget for consideration by Council at the FY 2006 Budget Mid-year Review.

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 November 1, 2005 the 22nd payment was made to Thompson Pacific for \$69,536. This signifies that we are at 95% of payments to the Contractor (and retain 10% of all due in an escrow account)

As of November 1, 2005, twenty formal change orders have been issued, addressing ninety-two separately negotiated changes (including fifteen credits), for a total of \$154,328.

A summary of the change orders follows:

Change Order #1- \$6,190

- Add steel casing for elevator hole.

Change Order #2- \$2,843

- Add new rubber base, remove existing insulation and added demolition to locate PT cables.

Change Order #3- \$16,021

- Added miscellaneous demolition items, rebar dowels, disposal of asbestos, structural steel supports and plumbing isolation valves.

Change Order #4- \$6,248

- Add service to locate PT cables in thicken beam and raise four catch basins.
- Delete and modify casework and PIV on fire water service piping.

Change Order #5- \$1,438

- Add demolition, revise roof tie-in configuration and provide low-fume roofing asphalt.
- Delete injection of epoxy at top of shotcrete walls.

Change Order #6- \$8,845

- Provide temporary protection in dentist's office.
- Add bulletproof glass and package passer at PD dispatch window and handcuff bar in detention cells.
- Remove and reinstall two VAV's to accommodate steel installation.
- Revise handrails and stringers in stair #4.

Change Order #7- \$15,218 (credit)

- Credit for services to provide review and inspection of shotcrete repairs.

Change Order #8- \$6,259

- Revise door hardware, add metal deck supports, change signal and power layout in room 245, add wheel chair guide.
- Delete vertical channel in wood siding detail on new exterior columns.

Change Order #9- \$6,786

- Add x-raying to relocate floor drains, modify security controls, change light fixture in room 350 and cost to redraw fire alarm system.

Change Order # 10- \$16,222 (credit)

- Add demolition of exterior walls.
- Credit for deletion of work in stairs wall demolition and glass removal and replacement.

Change Order #11- \$11,748

- Add to remove and relocate rainwater leaders, repair exterior light circuits and additional lockers and wood "cubby" base units.
- Credit for deletion of motorized projection screen.

Change Order #12- \$8,899

- Add rebar dowels, remove insulation, relocate existing cable TV service feed and add conduit boxes and plywood backing in PD dispatch.

Change Order #13- \$21,342

- Add flooring and rubber base and modify structural steel bracing in various locations.

Change Order #14- \$4,763

- Add to revise lighting location, revise exhaust for toilet rooms, soffit to conceal steel, wall framing to conceal conduit, lengthen closet walls, install screws in lighting trim and provide power for control transformers for AC-1 and AC-2.

Change Order #15- \$32,440

- Add to modify fire sprinkler design and complete installation.

Change Order #16- \$0

- Addresses time extension of 256 consecutive days for contract completion. This change

is made without credit or charges to either party and closes all issues regarding and related to the time extensions.

Change Order #17- \$9,439

- Add revisions for electrical and lighting work and modifications to elevator circuit breakers.

Change Order #18- \$16,566

- Add for revisions to interior lighting plan, wall and register modifications in Council Chamber, conduit to flag pole and power for alarm signal for elevator smoke seals.
- Add seismic bracing on VAV's in essential services areas.
- Credit for deletion of VAV #22.

Change Order #19- \$18,353

- Add to raise cleanout and run condensate drain, modify site concrete work, remove and reroute roof drain, HVAC controls for AC-1 and AC-2, imported topsoil and interior painting for 3rd floor suites.
- Credit to reuse existing topsoil in landscaping.

Change Order #20- \$7,588

- Add to revise stair shop drawings, change window types, add light switch, add door hardware and reconfigure door swing.
- Credit to reduce quantity of fabric panels in Council Chamber.

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), additional telephone and data lines for the City Manager's office and Finance Department, a two-foot extension of the Police motorcycle shed and additional signage. 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 \$154,328 has been released to date. An additional \$195,672 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,

Karl Mittelstadt
Project Manager

Jack R. Crist
Interim City Manager