



# CITY OF SAN MATEO

City Hall  
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[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 13

Section Name: {{section.name}}

File ID: {{item.tracking\_number}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Public Works Department  
**MEETING DATE:** October 21, 2019  
**SUBJECT:**  
Fire Station 25 Professional Architectural Services – Amendment

### **RECOMMENDATION:**

Approve Amendment No. 3 to the agreement with WLC Architects, Inc. for professional architectural services in the amount of \$145,000 for a new agreement total of \$741,790, and authorize the Public Works Director to execute the amendment in substantially the form presented.

### **BACKGROUND:**

The Fire Station 25 (Project) involves construction of a new fire station on an undeveloped two-acre park site at the corner of Borel Avenue and Shafter Street to replace the old Fire Station 25. The project was recommended for approval by the Planning Commission in September 2018 and subsequently approved by City Council in November 2018.

In January 2017, a professional services agreement was awarded to WLC Architects for architectural programming, conceptual designs, schematic designs, and design development for the new fire station. In October 2017, the Public Works Director authorized Amendment No. 1 to provide a design alternative that would meet the required needs and functionality of the facility and more closely meet the construction budget. In August 2018, Amendment No. 2 was issued for Phase 2 design services that include construction document preparation (plans, specifications, and cost estimate) in preparation for the building permit application process, and contract bidding services as part of the contractor procurement process.

Amendment No. 3 is for Phase 3 services during construction that include weekly meetings, site visits, construction correspondence, document preparation, and project closeout. These services are expected and accounted for in the original project budget estimate and are within the dollar amount allotted.

### **BUDGET IMPACT:**

There are sufficient funds for this amendment in the New Fire Station 25 Project (561625). Amendment No. 3 will increase the total contract amount by \$145,000 for a new total contract amount of \$741,790.

### **ENVIRONMENTAL DETERMINATION:**

This Amendment is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).) In addition, an Initial Study and Mitigated Negative Declaration (IS/MND) was prepared for both the Fire Station 25 and Borel Park projects. The IS/MND concluded that the project would not have any significant effects with the incorporation of mitigation measures that have been included in the project's Conditions of Approval to ensure compliance during project implementation.

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 - Amendment

**STAFF CONTACT**

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