



CITY OF SAN MATEO

City Hall
330 W. 20th Avenue
San Mateo CA 94403
www.cityofsanmateo.org

Agenda Report

Agenda Number: 13

Section Name: {{section.name}}

Account Number: 10-5141

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Public Works Department
MEETING DATE: March 20, 2023
SUBJECT:
Police Department Roof Improvements – Budget Appropriation and Agreement

RECOMMENDATION:

Adopt a Resolution to appropriate \$150,000 of unassigned fund balance from the General Fund to the Police Department Roof Improvements project; approve an agreement with McGinnis Chen Associates, Inc. for professional roof design services in an amount not to exceed \$92,500 with a contingency of \$13,875; and authorize the Public Works Director to execute the agreement in substantially the form presented and issue amendments within the contingency amount.

BACKGROUND:

The Police Department facility on Franklin Parkway has served the community for over fifteen years. The building's roof is low-sloped with a Styrene-Butadiene-Styrene membrane system. Roof leaks have been an on-going problem at the facility for years. Currently, there is water penetration at the locker rooms, the dispatch center, the training room, in various hallways, and in the main server room. In 2021, the City engaged McGinnis Chen Associates, Inc. (MCA) to perform a roof assessment that observed large amounts of water pooling at various locations and recommended that the roof be modified to improve drainage and the existing plaster walls be modified to prevent water intrusion.

Due to the recent storms, the roof leaks have gotten worse, putting valuable assets at risk, including the servers and telecommunication equipment. The Public Works Facilities Division requested a quote from MCA to provide the full scope of re-assessing the roof and providing a design solution to prevent future leaks. The proposed scope of services for the Police Department Roof Improvements project (Project) includes investigation, surveying, and testing, which will be documented in a report and provided to the City. The scope of work also includes providing the full design based off the data collected during the investigation and an engineer's estimated cost of the repair. MCA will also incorporate details for the option to install future solar panels into their design. Lastly, MCA will assist the City with answering potential bidder inquiries and design services during construction. Currently, the construction is not funded. While the extent of the modifications is not known, the construction is likely to cost hundreds of thousands of dollars. The estimated cost of construction will be incorporated into the forthcoming 5-year CIP update.

MCA submitted a proposal on January 6, 2023, that includes the re-design for the roof at the Police Department. Staff recommends awarding in accordance with SMMC 3.60.040(c), which allows the City to award to professional services consultants through a negotiated process without competitive bidding. MCA is best qualified to perform this work because they have expertise and familiarity with these types of projects and based on their previous experience with the City, they are in the best position to perform this work.

BUDGET IMPACT:

The Project was not included in the fiscal year 2022-23 capital budget. With the appropriation of \$150,000 from unassigned fund balance from the General Fund to the Project, the fiscal year 2022-23 capital budget will increase by this

amount. The budget includes the costs for the professional services agreement with MCA and the staff time to manage the Project.

ENVIRONMENTAL DETERMINATION:

This Project is categorically exempt from CEQA as an “existing facility,” because it consists of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of existing or former use. (CEQA Guidelines Section 15301.)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Proposed Resolution

Att 2 - Contract

STAFF CONTACT

Steve Wu, Project Manager II

swu@cityofsanmateo.org

(650) 522-7345