



CITY OF SAN MATEO

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

Agenda Report

Agenda Number: 11

Section Name: {{section.name}}

File ID: {{item.tracking_number}}

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Public Works Department
MEETING DATE: October 21, 2019
SUBJECT:
Police Department Substation and Sleeping Quarters – Appropriation and Contract

RECOMMENDATION:

Adopt a Resolution to approve a supplemental budget appropriation in the amount of \$641,604.94 from available fund balance from the General Fund for completion of design and construction of the Police Department Substation and Sleeping Quarters at 1812 Norfolk Avenue; award a contract to Newton Construction, Inc. in the amount of \$534,304.94 for the construction; establish a contingency reserve in the amount of \$54,000; authorize the Public Works Director to execute the contract in substantially the form presented and issue change orders within the contingency amount; and approve a lease amendment with American Medical Response West to terminate their lease prior to the end of the lease term.

BACKGROUND:

On May 6, 2019, City Council directed staff to evaluate repurposing the old Fire Station #26 property located at 1812 South Norfolk to create a multi-use facility that included a police substation, secure vehicle storage, and sleeping quarters for off-duty officers. City staff retained an architect to assess and design the necessary improvements for the Police Department uses and develop a preliminary cost estimate. The basic level of work necessary to accommodate the Police Department's intended use includes bringing portions of the facility into compliance with building code, interior demolition, asbestos abatement, relocating interior room partition walls, installing fire sprinklers and a fire alarm system, replacing exterior windows, installing electrical fixtures and lighting, and reconstruction of the main entrance doorway and ramp to provide ADA access to the public for the Police substation.

During the August 19, 2019 City Council meeting, staff presented architectural design drawings for the new Police facility, which also included options for construction of new, gender-neutral bathrooms and installation of a new heating, ventilation, and cooling (HVAC) system. Based on the architectural design drawings, the total project cost, including the bathrooms and HVAC, was estimated at \$520,000. City Council directed staff to proceed with the project and include the bathroom and HVAC improvements.

Completion of Construction Drawings

Since the August 19th Council meeting, WLC Architects has completed the construction drawings for the Police Department Substation and Sleeping Quarters at 1812 Norfolk Avenue (Project). The initial agreement for preparation of design drawings in the amount of \$40,290 was approved by the Director of Public Works and paid out of funds from the City Manager's Office budget. The second agreement for preparation of construction drawings in the amount of \$48,800 was approved by the City Manager. The second agreement will be paid for as part of this supplemental budget appropriation.

Construction Contract Award

Staff is procuring construction services for this project as a Job Order Contract, which is a competitive procurement method for construction services approved by the City Council via resolution on March 18, 2019. Since the August meeting, staff has been working collaboratively with WLC, Inc., the architect for the project, and Newton Construction, Inc., the contractor selected for project implementation utilizing the job order contracting process. As design options were developed, Newton was able to provide preliminary pricing and recommend alternatives that may be less costly. For example, the initial design called for tiled bathroom showers. Newton identified that use of fiberglass reinforced plastic sheeting instead of tile would result in a \$17,000 savings, while providing the same functionality and comparable durability. Similar review resulted in changes to the doors and windows that ultimately reduced costs by approximately \$15,000. In this manner, the architect was able to adjust the design to reduce costs as appropriate prior to the City receiving a formal bid.

Actual construction costs were greater than originally estimated due to greater costs for window installation, structural wood framing, HVAC, and fire sprinklers. The construction drawings for the project are included as Attachment 2 and were used by Newton as the basis for development of a fixed-price proposal utilizing the job order contracting process.

Lease Amendment

American Medical Response West (AMR) was leasing the premises at 1812 Norfolk for use as a rest station for its ambulance drivers. The original lease was set to terminate on December 31, 2019. Staff worked with AMR to find them an alternative location at the San Mateo County Event Center. The lease amendment, included as Attachment 3, formally terminates the lease on September 30, 2019. The City has offered to cover their rent at the Event Center location, \$1,500 a month for the 3 months that would have remained on their lease term, as incentive for them to agree to the early termination.

BUDGET IMPACT:

The City has expended \$40,290 for the architectural designs for this project. This initial expense was absorbed in the City Manager's Office budget. The \$48,800 for the architectural services to prepare construction drawings, the \$534,304.94 for the construction contract, and the \$4,500 for rental of space at the Event Center will be appropriated from available fund balance in the General Fund to the Police Department Substation and Sleeping Quarters project (Project #46f004).

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 use. (CEQA Guidelines Section 15301.)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

- Att 1 – Proposed Resolution
- Att 2 – Contract
- Att 3 – Lease Amendment
- Att 4 – Public Comment

STAFF CONTACT

Kathy Kleinbaum, Assistant City Manager
kkleinbaum@cityofsanmateo.org
(650) 522-7153

Matthew Zucca, Deputy Director

mzucca@cityofsanmateo.org
(650) 522-7308