



Legislation Text

File #: RES 18-0039, **Version:** 1

TO:

Honorable Mayor and Members of the City Council

THROUGH:

Bruce Moe, City Manager

FROM:

Stephanie Katsouleas, Public Works Director

Robert Espinosa, Fire Chief

Prem Kumar, City Engineer

Mamerto Estepa Jr., Associate Engineer

SUBJECT:

Resolution Awarding a Design Services Agreement to Wolff/Lang/Christopher (WLC) Architects, Inc. for Design and Construction Support Services for the New Fire Station No. 2 for \$764,710; Transfer of \$547,600 from the Unreserved General Fund Balance to the Capital Improvement Project (CIP) Fund; and Appropriation of \$547,600 from the Capital Improvement Project Fund (Public Works Director Katsouleas).

a) **ADOPT RESOLUTION NO. 18-0039**

b) **APPROVE FUNDS TRANSFER**

c) **APPROPRIATE FUNDS**

RECOMMENDATION:

Staff recommends that City Council adopt Resolution No. 18-0039 for the following:

1. Award a Design Services Agreement for \$764,710 for design and construction support services for the Fire Station No. 2 Project, and authorize the City Manager to execute the Agreement;
2. Authorize the City Manager to approve additional work, if necessary, up to \$76,490 for the design and construction support services performed by WLC Architects, Inc.;
3. Approve a transfer of \$547,600 from the unreserved General Fund balance to the Capital Improvement Project Fund;
4. Appropriate \$547,600 from the Capital Improvement Project Fund to fully fund the design phase of Fire Station No. 2 CIP Project# 15829E.

FISCAL IMPLICATIONS:

The approved FY 17/18 Capital Improvement Program currently has an appropriated balance of \$293,600 in the CIP Fund for Fire Station No. 2 (Project# 15829E). An additional \$547,600 is

necessary to fully fund the efforts of WLC and complete the design phase of this project. These funds will be appropriated from the Capital Improvement Project Fund, however, a transfer is required from the unreserved General Fund balance. The total budget for the design phase of the project is \$841,200 which includes the architect's cost (\$764,710) and contingency (\$76,490).

BACKGROUND:

On September 5, 2017, City Council considered the findings from the assessment and feasibility study report for a new City Hall with public parking, Fire Station No. 2, and aquatic complex. City Council identified Fire Station No. 2 as a top priority, and directed staff to develop a project to demolish the existing building and construct a new fire station that is approximately 9,700 square feet (SF). Staff was also directed to provide necessary financing options with the proposed project, which will be presented at a later date once the total cost of the facility has been identified through the bidding process. Options may include the use of cash, issuance of debt, or a combination thereof.

Staff published Request for Proposal (RFP) No. 1145-18 for professional architectural, engineering design and construction support services for the Fire Station No. 2 Project on December 30, 2018. The RFP established a scope of work to be completed in three independent phases.

The first phase involves the design firm performing all the necessary site investigations, surveys, studies, public outreach meetings, and meetings with City Council and staff to prepare a final layout and rendering, and preliminary design plans for the new station.

The second phase involves the design firm obtaining environmental clearance for the project; producing final plans, specifications, and a cost estimate; and assisting staff with the bidding process.

The third phase involves the firm providing construction support services, such as responding to technical questions, addressing unexpected field conditions, reviewing submittals, assisting with project closeout, and providing record drawings (as-built plans).

DISCUSSION:

The City received six (6) proposals on January 30, 2018. A review committee comprised of representatives from the Fire Department, Community Development, and Public Works evaluated the proposals based on the understanding of the scope of work, methodology, work plan, and experience of both the firm and the project team members. The three (3) shortlisted, experienced and highly qualified firms were invited to an interview with the review committee. At the conclusion of the interviews, the members of the review committee unanimously selected WLC Architects, Inc., based in Rancho Cucamonga, as the most-qualified firm with the highest-rated proposal.

WLC possesses experience in designing over 200 fire and police facilities. Their project manager, Kelley Needham, listed nearly 70 firefighting facilities on his resume. Recently, Kelley Needham successfully designed a fire station in Newport Beach with similar design constraints (limited lot space, location adjacent to a residential area, location on a major roadway). Reference checks for WLC were all favorable.

WLC Architect's fee proposal of \$764,710 includes all design and design-related construction-support services that are anticipated for the construction of the new Fire Station No. 2 Project. Some of key services that will be provided include:

- Conducting public meetings regarding the project;
- Working with all City stakeholders (including the Fire Department, City Departments, Planning Commission, and City Council) to gain concurrence and approval for the final layout of the new Fire Station No. 2;
- Assisting the City with identifying locations and developing plans for the temporary relocation of Fire Station No. 2;
- Securing all land use entitlements and environmental clearances;
- Finalizing the design and construction bid documents;
- Addressing technical questions during construction; and
- Supporting staff during project closeout.

Once the final layout is established and the design effort has sufficiently progressed, a relatively accurate construction cost estimate will be identified. This will help facilitate discussions with the City Council regarding different funding/financing options for the construction phase of the project.

With the approval of contract award to WLC Architects, the project will proceed along the following schedule:

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| • Preliminary Design | Summer '18 - Fall '18 |
| • Environmental/Construction Plans/Plan Approval | Fall '18 - Spring/Summer '19 |
| • Bidding/Award/Construction Contracts | Summer '19 - Early Fall '19 |
| • Construction | Fall '19 - Summer/Fall '20 |

PUBLIC OUTREACH/INTEREST:

During Phase I of design, WLC will engage the public at two (2) community meetings. There will also be presentations at regularly scheduled City Council meetings.

ENVIRONMENTAL REVIEW

An environmental review will be conducted during Phase II of the design.

LEGAL REVIEW

The City Attorney has reviewed this report and determined that no additional legal analysis is necessary.

Attachments:

1. Resolution No. 18-0039
2. Wolff/Lang/Christopher Architects, Inc. Agreement