



Legislation Details (With Text)

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Title: Staff Report for a Resolution Approving Amendment No. 1 in the Amount of \$158,000 and an Increase in the Contract Change Order Cap from 25% to 30% for a Consulting Services Agreement with Indigo / Hammond & Playle Architects, LLP for the Police Building and South Offices Expansion Project, Project No. 2014.0481

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Attachments: 1. CSA - Indigo Hammond & Playle.pdf, 2. Exhibit - Areas Added to Project Scope

Date	Ver.	Action By	Action	Result
7/3/2017	1	City Council	Received and Filed	

Staff Report for a Resolution Approving Amendment No. 1 in the Amount of \$158,000 and an Increase in the Contract Change Order Cap from 25% to 30% for a Consulting Services Agreement with Indigo / Hammond & Playle Architects, LLP for the Police Building and South Offices Expansion Project, Project No. 2014.0481

SUMMARY AND RECOMMENDATIONS

Staff recommends approval of Consulting Services Agreement Amendment No. 1 with Indigo / Hammond & Playle Architects, LLP (Indigo) in the amount of \$158,000.00, for the additional work of preparation of construction-ready plans, specifications and cost estimates to convert the existing theater area in the South Offices Building into a multi-purpose meeting room. This amendment will result in a total contract amount of \$806,001.85.

Staff also recommends that the Contract Change Order Cap should be increased from 25% to 30% to allow for further potential contract amendments. The 30% change order equals \$47,400, for a potential total amount of \$205,400.

The project budget has sufficient allocations to fund Consulting Services Agreement Amendment No. 1 and possible contract amendments that would bring the changer order percentage to 30%.

BACKGROUND

The City entered into a design contract with Indigo / Hammond & Playle Architects in 2016 for the development of plans, specifications and cost estimates for tenant improvements in the South Offices Building and the Public Safety Building (PSB) to allow for the expansion of the San Leandro Police Department (SLPD). At the time of entering into contract with Indigo, the theater in the South Offices Building was tentatively slated to be leased by the San Leandro Unified School District, so the theater

was not included in the design scope of work.

Recently the School District indicated they are no longer interested in leasing the South Offices Building theater space and therefore staff recommends converting this area into a multi-purpose meeting room that can be made available to the public. The South Office Large Conference room that is currently used for meetings will be absorbed into the South Offices space for use by the SLPD. The new meeting room will have audio/visual equipment to allow for meetings to be recorded or broadcast on cable television and also have teleconferencing capabilities.

Analysis

The tenant improvements (TI) for the conversion of the theater to a new South Office meeting room and the Police Building and South Offices Expansion project complement each other. Hence, it is reasonable to employ the services of the same architect to design the tenant improvements required for both spaces. Indigo is an established architectural firm, as demonstrated by their work to date on the South Offices and PSB projects.

The additional design work will include provisions for the following:

- Small restrooms behind the stage will be demolished, new restrooms for the meeting space will be provided near the E. 14th Street entrance.
- Existing restrooms in the eastside of the South Offices will be incorporated into the Police Department and excluded from general public use.
- A food prep and general storage/equipment area will in old back stage area.
- The existing wood paneling on the walls of the theater will be retained to reduce costs.
- No new windows for the meeting space will be provided. The existing stage lighting will be removed and replaced with an appropriate lighting system for a meeting space.
- The existing entrance on E. 14th Street will remain. No new entrance for the meeting space is required.
- Design of the new audio-visual equipment system will be done by others.
- Cost estimates will include an allowance for new furniture.
- The design and cost estimate will include new ceiling finishes, resilient flooring, data ports and power outlets on the floor of the meeting space, fire alarms and sprinklers, and other items that may be required by code.

A sketch of the area to be improved is attached.

By incorporating the TI for the conversion of the theater to the new South Office meeting room into Indigo's contract, staff anticipates efficient delivery and cost savings in construction, as the adjacent projects are similar in nature. Utilizing the same contractor for construction of these two projects will provide for better staging, will minimize the length of construction and potentially reduce overall cost.

The proposed contract amendment will bring the change order percentage to 24.38%, which is very close to the 25% limit that was authorized by the resolution awarding the design contract. No future contract amendments are currently anticipated; however, it would streamline the process to have the contract change order cap raised to 30% in case a future minor amendment is needed.

Current Agency Policies

- Provide quality public safety service and grow our partnership with the community to keep San Leandro safe.
- Maintain and enhance San Leandro's infrastructure.

Previous Actions

- On December 2, 2013, the City Council by Resolution No. 2013-151 approved a consulting services agreement with Indigo / Hammond & Playle Architects, LLP for the South Offices Space Planning Project.
- On July 28, 2014, both conceptual plans were presented to the City Council. Of the two design options presented, the City Council concurred with the recommendation and selected the alternative that will address five deficiencies at an estimated cost of \$6.4 million as the optimum solution for the City in lieu of the option that will address three deficiencies at a cost of \$3.8 million.
- On November 7, 2016, the City Council by Resolution No. 2016-145, approved a consulting services agreement with Indigo / Hammond & Playle Architects, LLP for design services related to the Police Building and South Offices Modifications Project. Authorization was also granted for the City Manager or his designee to negotiate and approve individual contract change orders up to 10% of the original contract amount, and a total contract change order percentage of 25% of the original contract amount.

Applicable General Plan Policies

GOAL CSF-1: Provide and maintain high-quality police, fire, and emergency medical services.

Environmental Review

This project is deemed Categorically Exempt per California Environmental Quality Act (CEQA) section 15301 (A) - Existing Facilities. A Notice of Exemption will be filed with the Alameda County Clerk during the design phase.

Fiscal Impacts

The following are the cost impacts of this contract amendment, including the original consultant services agreement:

<u>Description</u>	<u>Costs</u>
Original Contract with Indigo	\$648,001.85
Contract Amendment No. 1	<u>\$158,000.00</u>
Total Contract Amount	
\$806,001.85	

The total cost of this project, including design, construction, inspection, construction management, fixtures, furniture, and equipment is expected to be \$8,474,983.00.

Budget Authority

The design phase of this project is funded as follows:

<u>Account No.</u>	<u>FY Appropriation Dates</u>	<u>Amount</u>
210-18-137	2015 - 16 10/05/2015	\$ 208,000.00
210-18-137	2016 - 17 06/06/2016	<u>\$2,116,983.00</u>
Total Appropriation		\$2,324,983.00

Additional funding for the Police Building and South Office Expansion construction in the amount of \$5,000,000.00 is included in the proposed budget for FY 2018-19.

Additional funding for constructing the conversion of the theater to the new South Office Meeting Room in the amount of \$1,150,000.00 is included in the proposed budget for FY 2018-19.

Attachments

- Indigo Hammond & Playle CSA Amendment 1
- Exhibit - Areas Added to Project Scope

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