



**CITY OF PACIFICA
COUNCIL AGENDA SUMMARY REPORT**

11/23/2020

SUBJECT:

Master Consultant Services Agreement and Task Order No. 1 between the City of Pacifica and Group 4 for Civic Center Conceptual Design

RECOMMENDED ACTION:

Approve Master Consultant Services Agreement and Task Order No. 1 between the City of Pacifica and Group 4 Architecture, Research + Planning (“Group 4”) for Civic Center Conceptual Design Services in the amount of \$185,700 in connection to the Civic Center Remediation Project; authorize the City Manager to execute all documents related with the project; and adopt a resolution for a Budget Adjustment for Fiscal Year 20-21; and approve budget authority in the amount of \$204,270.

STAFF CONTACT:

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BACKGROUND/DISCUSSION:

On October 26, 2020, a Study Session was held to discuss the air quality and general condition of the Civic Center campus, which consists of City Hall, the Planning Department and the Parks, Beaches and Recreation (PB&R) Department building, and the old Police Department building. It was determined that the City Hall & Planning/PB&R (“P&P”) buildings have areas of the water damage and surface microbial growth. In anticipation of the need to undertake substantial repair of the P&P and City Hall structures, the consulting architectural firm of Group 4 was hired by the to conduct a facilities space planning assessment.

The assessment provided by Group 4 set forth several options for consideration, from a minimalist renovation to a moderate renovation to construction of new structures. The cost for the Minimalist option is estimated to be \$6.7M, while the moderate option is estimated to cost in the range of \$9.2M-\$12.3M. The construction of new structures, which include the demolition of existing structures and replacement with either a one or two-story new City Hall structure, could cost \$16.8M-\$25.1M. The Study Session staff report, which discusses the different options and costs, is attached as Attachment 1.

As discussed during the study session, the City Manager recommended proceeding with further financial analysis to determine if and how the City could afford the Minimalist cost of \$6.7 Million. Staff has begun working on identifying possible funding sources for the civic center building remediation/renovation. Due to the mold issues in the City buildings, the City Manager recommended City staff be relocated into the Community Center and former credit union office

space at the Sanchez Art Center and provide cost effective office space modifications at these locations to allow for the needed staff relocation.

City Council concurred with the City Manager's recommendation that the Minimalist option is the most feasible and directed staff to obtain a proposal from Group 4 to prepare the conceptual design phase, with code, historic, site and structural analysis. City Council also directed staff to analyze how to optimize the P&P building along with potential modest renovations to the old Police Department Building. Group 4 has successfully worked for the City of Pacifica on the Sharp Park Library Project and has worked on numerous municipal projects throughout the Bay Area. The City Manager recommends the Council approve the Master Consultant Services Agreement (Attachment 2) and Task Order No. 1 (Attachment 3) with Group 4 Architecture for \$204,270, which includes a 10% contingency.

Staff will proceed with design and preparation for the Civic Center relocation to the Community Center/Sanchez Arts Center and develop a timeline for the relocation that would minimize service impacts. Staff will return to City Council to discuss funding options and the recommended minimalist conceptual design.

ALTERNATIVE ACTION:

The Council could choose not to approve the Master Services Agreement and Task Order 1. This is not recommended because the building mold issues require immediate action.

RELATION TO CITY COUNCIL GOALS AND WORK PLAN:

Ensuring safe working conditions for City employees relates to fulfilling all of the City Council's goals and priorities.

FISCAL IMPACT:

The Master Consultant Agreement and Task Order No. 1 will provide the architectural and technical services for the project. The cost of Task Order No. 1 is \$185,700.00. City staff recommends including a 10% contingency to the Task Order for any additional work, such as additional field work. The use of the contingency will be reviewed and approved by City staff. The proposed project budget is as follows:

Project Budget

Task Order No. 1 - Agreement Services	\$ 185,700.00
Contingency (10%)	<u>\$ 18,570.00</u>
Total Project Cost	\$ 204,270.00

The General Fund Cash Balance (Fund 1) contains unexpended, unallocated funds, which would provide funds for the conceptual design phase and the technical analyses. The City Manager recommends adopting the attached resolution for a budget adjustment appropriating \$204,270 from the General Fund Cash Balance (Fund 1) to the Project Budget.

ORIGINATED BY:

Public Works

ATTACHMENT LIST:

- Attachment 1 - Study Session Staff Report - Civic Center Campus (PDF)
- Attachment 2 - Master Consultant Agreement between the City of Pacifica and Group 4
(DOCX)
- Attachment 3 - Task Order No. 1 for Group 4 (DOCX)
- Exhibit A - Amended FY 20-21 Capital Improvement Program (PDF)



RESOLUTION NO. __-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA
ADOPTING A BUDGET ADJUSTMENT FOR FISCAL YEAR 2020-2021 FOR THE
CIVIC CENTER CONCEPTUAL DESIGN SERVICES**

WHEREAS, the Civic Center Conceptual Design Services will perform the conceptual design phase, with code, historic, site and structural analysis of the Civic Center, which includes the Planning/Parks, Beaches, and Recreation Building, the old Police Department Building, and City Hall; and

WHEREAS, the General Fund Cash Balance (Fund 1) contains unexpended funds, which would provide funds for the architectural and engineering services the City desires for the Civic Center; and

WHEREAS, this Project can utilize General Fund Cash Balance (Fund 1); and

WHEREAS, the City Manager recommends a budget adjustment appropriating \$204,270 from General Fund Cash Balance (Fund 1) to the Project Budget.

NOW THEREFORE, the City Council of the City of Pacifica hereby resolves to incorporate changes into the City’s FY 2020-21 Adopted Capital Budget as set forth in Exhibit A attached to this Resolution.

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PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 23th day of November 2020, by the following vote:

- AYES**, Councilmembers:
- NOES**, Councilmembers:
- ABSENT**, Councilmembers:
- ABSTAIN**, Councilmembers:

Deirdre Martin, Mayor

ATTEST:

APPROVED AS TO FORM:

Sarah Coffey, City Clerk

Michelle Marchetta Kenyon, City Attorney