

Agenda Report

TO: CITY COUNCIL **DATE:** November 21, 2005

THROUGH: FINANCE COMMITTEE

FROM: CITY MANAGER

SUBJECT: APPROVAL OF JOURNAL VOUCHER AMENDING THE FY 2006 CIP AND CONTRACT AWARD TO GONZALEZ/GOODALE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR WATER AND POWER YARDS OFFICE BUILDING/WAREHOUSE RENOVATION AND CONSTRUCTION OF A NEW OPERATIONS FACILITY/EOC PROJECT.

RECOMMENDATIONS

It is recommended that the City Council:

1) Amend the FY 2006 Adopted Capital Improvement Program (CIP) Budget by increasing the project budget for the Water and Power Yards Office Building /Warehouse Renovation and New Operations Facility/EOC (account 71142) from \$10,000,000 to \$15,627,920 for the following project components:

A) Seismically strengthen and renovate existing 27,000 sq. ft. Office Building and 15,000 sq. ft. Warehouse at an estimated cost of \$3,828,800;

B) Construct a new 36,000 sq. ft. Operations Facility with essential facility design standards for \$7,194,120, and construct a 3,500 sq. ft. EOC as part of this facility for \$200,000;

C) Renovate a 300,000 sq. ft. area to mitigate traffic congestion and improve security, construct new code compliant loading dock, construct new parking space, demolish existing metal shed building, renovate existing transformer building, and provide temporary facilities at an estimated cost of \$1,615,000;

D) Estimated soft cost budget for Architect/Engineers fees, Public Art fees, Testing and Inspection fees, Construction Administration fees, Legal and Project Administration fees is \$2,790,000.

2) Authorize the City Manager to enter into a contract with Gonzalez/Goodale Architects for the preparation of the architectural design and contract documents in an amount not to exceed \$1,023,682 pursuant to Charter Section 1002 (f), contracts for professional or unique services.

3) Amend the fiscal year 2006 Capital Improvement Program to appropriate an additional \$790,600 to the Water and Power Warehouse and Office Building Project Number 71142 as follows: \$483,890 from unappropriated Power Fund balance to Project Number 71142, and \$306,710 from unappropriated Water Fund balance to Project Number 71142.

BACKGROUND

The existing Water & Power office (approximately 27,000 square feet) and Warehouse Building (approximately 15,000 square feet) are located at 311 West Mountain Street. The office building was designed and constructed in the 1930's and remodeled in 1968. Over the years, the warehousing process and needs have evolved, and the interior space of the building and site area have undergone several changes, making it inefficient to perform many warehouse functions such as loading/unloading, equipment storage/retrieval, etc. In addition, some internal environmental control issues such as heating/cooling and ventilation have been rendered inefficient over time. In order to resolve the issues noted above and to comply with fire/life safety requirements, accessibility requirements (including the Americans with Disabilities Act), prolong the useful life of the building, and improve the functionality and efficiency in the warehouse, a detailed building/site assessment and architectural concept-level design work was required.

In 2004, the City contracted with Gonzalez/Goodale Architects for Phase I of this project. This phase included building/site analysis, architectural space programming and development of concept-level design options. Based on the evaluation of the existing buildings, the proposed building program, and the need for an inventory control system, several master plan alternatives have been developed for the Water & Power facility. A preferred master plan and concept-level design alternative has been selected by the Water & Power Department and approved by the City Council in the FY 06 Capital Improvement Program, and now the City needs to contract with an architectural firm for completion of design and contract documents.

This project will also afford the City an opportunity to construct an essential facility that will contain a more functional EOC at a lower cost than the cost to renovate and seismically upgrade the Public Works Building located in the Yards at an estimated cost of \$2.5 million.

Lastly, from a cost benefit and minimum operation impact standpoint, staff is recommending that a second story be designed and constructed as part of this project now for the following reasons:

- Water and Power Department's additional FTE requirements which was recently approved by the City Council will result in additional space needs for the Department at City Yards in the near future.

- Without adding a second floor to this project, the only option available to the City will be to lease space at a yet to be determined location and at a yet to be determined cost to the City.
- The cost of adding a second story at this time will be less than the cost to add it in the future

PROJECT IMPLEMENTATION APPROACH, UPDATED SCOPE, BUDGET AND BENEFITS

Project site constraints such as on-site relocation of essential Water and Power functions during construction, limited space available for construction trailers, construction material and equipment storage, as well as the fact that vehicular access to the site will only be available from Mountain Street dictated the need to construct the project in two phases. However, the design work will be performed simultaneously for efficiency.

The project scope and budget has been updated based on project coordination activities which occurred after the May 2005 adoption of the Fiscal Year 2006 CIP and the June 2005 adoption of the Fiscal Year 2006 Operation Budget by the City Council. The updated project scope and budget for each phase is noted in Attachment A. The targeted project benefits are also noted in Attachment B.

SELECTION PROCESS

In May 2005, the City staff distributed the Request for Proposal (RFP) to 14 firms soliciting architectural-engineering services to assist with architectural-engineering design and contract documents.

On June 8, 2005, a total of five proposals were received and evaluated using the criteria noted in Attachment C.

The selection committee, comprised of staff of the departments of Water & Power and Public Works, and an outside architect, reviewed all the proposals and short listed the following three architectural and engineering firms:

- | | | |
|----|-------------------------------|----------|
| 1. | Gonzalez / Goodale Architects | Pasadena |
| 2. | PBWS | Pasadena |
| 3. | HMC | Pasadena |

On July 19, 2005, the short-listed firms were interviewed, and Gonzalez/Goodale Architects was awarded the highest score by the panel.

It is recommended that Gonzalez/Goodale Architects be awarded the architectural-engineering contract, for an amount not to exceed \$1,023,682 for the Water & Power Office Building/Warehouse Renovation and New Operations Facility/EOC, as they are the most experienced, responsive, and responsible bidder. Gonzalez/Goodale Architects are very experienced in municipal facilities and schools.

The breakdown of the contract amount is as follows:

Architectural- Engineering Fees for Phase II A	\$ 420,120
Architectural- Engineering Fees for Phase II B	\$ 510,500
Sub-Total	\$ 930,620
Contingency 10%	\$ 93,062
Total	\$1,023,682

The tentative timeframe for the project construction is as follows:

The design work for Phase IIA will commence by December 2005, and conclude September 2006. Bidding and construction work will commence by December 2006, and conclude by October 2007. The design work for Phase IIB will commence by December 2005, and conclude by November 2006. Bidding and construction work will commence January 2007 and conclude by May 2008. This schedule and sequence of construction may be adjusted for schedule improvement as the project evolves.


FISCAL IMPACT

The Water and Power Warehouse and Office Building Project No. 71142 has a balance of \$421,553 after the completion of the Phase I architectural work. The remaining balance plus the additional appropriation will provide sufficient funds for completion of the design phase of the project. Of the additional funds, \$483,890 will come from the Power Fund, and \$306,710 will come from the Water Fund. Both funds have sufficient fund balances to cover this appropriation.


Respectfully,


 CYNTHIA J. KURTZ
 City Manager


Prepared by:


 Segun Abegunrin
 Capital Projects Administrator
 Department of Public Works

Approved by:


 Martin Pastucha, Director
 Department of Public Works

Concurrence:


 Phyllis Currie, General Manager
 Department of Water & Power

**ATTACHMENT A
PROJECT SCOPE AND BUDGET**

PHASE II A	
1. SITE AREA RENOVATION 300,000 SF AREA INFILL AREA NORTH OF WAREHOUSE - CONSTRUCT NEW LOADING DOCK AT SW CORNER PROVIDE NES PARKING AREA	
2. UPGRADE TRANSFORMER BUILDING PAINT BUILDING PROVIDE NEW SHELVING SEAL CONCRETE FLOOR INSTALL VENTILLATION SYSTEM	
3. WATER METER SHOP CONSTRUCT TEMPORARY METER SHOP METER SHOP AND METAL SHED DEMOLITION	
4. RENOVATE EXISTING 27, 000 SF OFFICE BUILDING ADA ACCESSIBILITY/REVISE WALL LAYOUT UPGRADE FREIGHT ELEVATOR SEISMIC STRENGTHENING (N AND S WALLS) UPGRADE ELECTRICAL/PLUMBING SYSTEMS NEW FIRE PROTECTION SYSTEM HAZARDOUS MATERIAL ABATEMENT	
5. RENOVATE EXISTING 15,000 SF WAREHOUSE STRUCTURAL UPGRADE EXPAND FLR AREA TO SOUTH FOR MACHINE SHOP DESIGN/INSTALL HARDWARE SHELVING & RACKS/ MATERIAL HANDLING EQUIPMENT	
SUBTOTAL PHASE II A	\$5,098,800
PHASE II B	
1. NEW WATER & POWER OPERATION FACILITY/EOC 18,000 SF ESSENTIAL FACILITY BUILDING 18,000 SF 2ND FLOOR ADDITION (SHELL ONLY)	
SUBTOTAL PHASE II B	\$7,239,120
SUBTOTAL PHASE II A	\$5,098,800
SUBTOTAL PHASE II B	\$7,239,120
TOTAL PHASE II A AND II B	\$12,337,920
TRAFFIC SIGNAL/ MITIGATIONS ALLOWANCE	\$335,000
TEMPORARY FACILITIES	\$165,000
TOTAL PROJECT CONSTRUCTION	\$12,837,920
ESTIMATED SOFT COSTS (ARCHITECT/ENGINEERS FEES, PERMIT FEES, TESTING AND INSPECTION FEES, PUBLIC ART FEES, CONSTRUCTION MANAGEMENT FEES, LEGAL AND PROJECT ADMINISTRATION)	\$2,790,000
PROJECT TOTAL	\$15,627,920

ATTACHMENT B

PASADENA WATER AND POWER WAREHOUSE MODERNIZATION PROJECT BENEFITS

1. Implementation of a new INVENTORY MANAGEMENT SYSTEM will:
 - improve customer service “defined as having the right part, in sufficient quantities, at the right place, at the right time;
 - improve productivity as well as minimize wait time for customers;
 - eliminate the fragmented ordering and storage of inventory items currently being performed by different divisions by centralizing and appropriately assigning this responsibility to the Warehouse function;
 - help quantify a more appropriate, and potentially lower, level of inventory items on hand to better support operations;
 - improve staff’s ability to forecast inventory cash requirements;
 - provide an automated retrieval system and new shelving (both inside and outside the building) which will more efficiently store inventory items and reduce the overall distance the warehouse staff has to travel to and from inventory items currently located in different areas of the warehouse, and;
 - improve the safety of working conditions while mitigating potential damage of inventory items.

2. Renovation of the EXISTING BUILDING will provide:
 - a secured receiving and storage area for inventory items;
 - a fire safety system and HVAC system;
 - construction of a code compliant receiving dock;
 - a centralized location for shop-like activities such as the Meter Shop, enhancing supervision and productivity;
 - seismic upgrading of the warehouse to an acceptable level of seismic-forces restraint capability;
 - safety systems that create secured, code compliant processes and thus minimize the City’s potential exposure to OSHA violation liabilities; and
 - the installation of energy efficient building systems which will reduce operational costs.

3. Building a NEW ESSENTIAL FACILITY BUILDING will provide:
 - a modern, secure and more functional water quality lab;
 - concentration of the supervisory functions of most field operations into one building, and;
 - a seismically secure EOC for the City at a reduced incremental cost.

4. Improving the SITE LAYOUT AND PARKING will:
 - minimize traffic congestion and enable unimpeded access for delivery trucks to the warehouse receiving docks, facilitating efficient loading and off-loading of inventory items;
 - improve on time delivery of items to operations;
 - provide a secured parking area for PWP equipment and vehicles which will minimize theft of equipment, and;
 - provide sufficient parking for PWP employees, relieving congestion throughout the entire Yards Area.

ATTACHMENT C

W & P Office and Warehouse Bldg. Phase II - Evaluation

7/19/2005

NO	FIRM NAME	Qualification based on overall professional and practical experience	Specific experience in design and const of municipal admin facility and Warehouse renovations	Specific experience in 1) sustainable design 2) Essential facility design and 3) EOC design	Proposed schedule for performance of Phase I and II Basic Services	Local Pasadena Business	Small and micro-business	Total
		maximum points 25	maximum points 30	maximum points 25	maximum points 10	maximum pts 5	maximum pts 5	maximum pts 100
1	Gonzalez / Goodale	23	26	22	9	5		85
2	HMC	21	23	21	7	5		77
3	PBWS Architects	16	21	16	6	5		64

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII**

Contractor hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor, as follows:

Contractor Name:		
Trustees, directors, partners, officers of Contractor: (use additional sheets as necessary)		
Armando L. Gonzalez		
David L. Goodale		
John Ferguson		
Those with more than a 10% equity, participation or revenue interest in Contractor: (use additional sheets as necessary)		
Employee Stock Ownership Plan		

By Armando L. Gonzalez
 Signature:
 Principal
 Title (please print)