



Folsom City Council Staff Report

MEETING DATE:	7/13/2021
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 10664 – A Resolution Authorizing the City Manager to Execute an Agreement with Calpo, Hom, and Dong Architects for Fire Station 34 Architectural Services and Appropriation of Funds
FROM:	Fire Department

RECOMMENDATION / CITY COUNCIL ACTION

The Fire Department recommends that the City Council pass and approve Resolution No. 10664 - A Resolution Authorizing the City Manager to Execute an Agreement with Calpo, Hom, and Dong Architects for Fire Station 34 Architectural Services and Appropriation of Funds.

BACKGROUND / ISSUE

As part of the City of Folsom Fire Department strategic plan, the Fire Department fiscal year 2021-22 budget included funding in the amount of \$225,000 for architectural services to develop a concept design for Fire Station 34, located in the Folsom Plan Area at Westwood Drive and Old Ranch Way. The Fire Department has carefully examined the service delivery needs of Folsom and determined that the location is optimal for a Fire Station.

Strategically located fire facilities are paramount to the delivery of emergency fire and medical services. A new facility will ensure delivery of these services to the Folsom Plan Area.

Fire Station 34 project specifics are outlined below. All listed items will be addressed as part of the architectural review and design process.

Site Improvements

- Driveway access
- Drive through capabilities for apparatus bays
- Parking facility for public and employee use
- Concrete paving (entire station)
- Low maintenance, drought tolerant landscaping
- Backup generator power
- Fueling station

Building Design

- Open office area with workstations and bookcases
- Captains' office
- Conference room
- General dormitory area with 10 separate bedrooms
- Four separate dormitory bathrooms with shower, toilet, and sink
- One public restroom
- Patio
- Kitchen
- Dining room
- Day room
- Exercise room
- Storage area for grounds equipment, facility maintenance supplies, office supplies, hose storage, linen, suppression equipment, with work bench and cabinets
- Utility room
- 3 full drive through apparatus bays
- Electrical room
- Communications room
- Room for turnout gear (PPE) and racks
- Laundry room with washer/dryer
- Kitchen appliances: stove, three refrigerators, two dishwashers, two microwaves, sink
- Police sub-station with exterior access, workstations, restroom, and kitchen area

The overall architectural services project scope is separated into two distinct phases which will extend beyond fiscal year 2021-22 and into fiscal year 2023-24. Phase one will begin upon award of contract and throughout fiscal year 2021-22. Phase two will begin once the conceptual design is accepted by the Fire Department and the City of Folsom. The phases are detailed below:

Phase One – The conceptual design documents required to construct Folsom Fire Station 34 to accommodate a functional station to meet the current and future needs of the Fire Department. The design documents shall include: site and floor plans, building exterior elevations, landscape plans, and any other plans and documents required to submit for the City of Folsom planning process.

Phase Two – All construction documents and specifications required for, plan review, project bidding, and project construction services for the construction of Folsom Fire Station 34.

Architectural scope of services and responsibilities outlined per phase are:

Phase One – Construction Drawings & Specifications

Civil Engineering

1. Topographical and Site Plan

Architectural

1. Complete architectural site plan
2. Complete floor plan(s), elevations
3. Provide projected project cost at today's market
4. Any additional plans required as part of the special use permit process

Landscape

1. Planting plan

Construction Cost Estimate

1. Statement of current market construction cost

Phase Two – Construction Drawings & Specifications

Civil Engineering

1. Site Plan – grading, drainage, sewer, storm & water plans

Architectural

1. Complete architectural site plan and details of site architectural structures
2. Complete floor plan(s), elevations, and sections
3. Complete roof plan with roof detailing
4. Complete reflected ceiling plan with detailing
5. Architectural wall sections and details
6. Interior elevations of all millwork and fixtures
7. Complete door and finish schedules
8. Complete door and window schedule
9. Title 24 documentation for building envelope

Structural Engineering

1. Complete structural plans, partial wall sections, and complete detailing
2. Structural calculations for new and existing portions of the structure

Mechanical Engineering

1. Mechanical load calculations and sizing of all piping and ductwork
2. Mechanical drawings and details indicating mechanical distribution
3. Plumbing plans and details indicating piping for distribution and drains
4. Plans and details for fire sprinkler system
5. Plans and details for compressed air piping and distribution system
6. Mechanical schedule for equipment
7. Title 24 energy report and calculations

Electrical Engineering

1. Lighting, power, signal and communications plans to reflect all switching and controls
2. Distribution information on all power consuming equipment
3. Complete lighting and branch wiring layout
4. Complete fixture schedules
5. Fire alarm system
6. Title 24 lighting energy documentation
7. Electrical load calculations
8. Complete details for emergency power generator
9. Complete radio and computer wiring details
10. Use of natural lighting (for example, skylights)

Landscape

1. Planting plan
2. Irrigation plan
3. Planting and irrigation details

Specifications

1. Complete technical specifications

Bidding Assistance

1. Respond to questions from contractors during the bidding process
2. Production of addendum to the bid documents
3. Review of substitution requests for product suppliers and contractors

Construction Administration

1. Review submittals from contractors, shop drawings, and material samples
2. Respond to requests for information/clarification from contractors
3. Issue proposal requests
4. Review and process change orders
5. Review payment requests from contractors

6. Provide project closeout services including punch list and warranty review
7. Compile maintenance manuals
8. Compile forms for compliance with Essential Services Act.

Site Visits / Progress Meetings

1. Weekly site visits / progress meetings to review progress and payment requests
2. Architect to submit a weekly written summary of progress meetings

POLICY / RULE

Section 2.36.080, Award of Contracts of the Folsom Municipal Code states, in part, that contracts for supplies, equipment, services and construction with an estimated value of \$62,657 or greater shall be awarded by City Council.

Section 2.36.140, Sole Source Procurement of the Folsom Municipal Code states, that prior to submitting a purchase request, the requesting department shall conduct a survey of available sources to determine whether there is only 1 source for the required supply, equipment, service, or construction item. After review of this request by the purchasing agent and the finance director and approved by the city manager, a contract shall be awarded without competition. The purchasing agent, or his/her designee, shall conduct negotiations, as appropriate, as to price, delivery, and terms. The requesting department shall prepare a waiver of bid and submit it to the purchasing agent for filing with the city clerk. (Ord. 723 § 3 (part), 1991)

ANALYSIS

Fire Department staff negotiated a fee proposal from Calpo, Hom, & Dong Architects to provide the City of Folsom with building design, design development, construction documents including, project bidding, plans and consultation through the permit process, and construction services. Department staff received a quote as listed:

Company Name	Phase One Cost	Phase Two Cost	Total
CH&D Architects	\$120,000	\$270,000	\$390,000

The Fiscal Year 2021-22 Capital Improvement Plan included architectural design process for Fire Station 34. As part of the same design contract, the Department has included Phase Two for the architectural firm to continue with construction design drawings into Fiscal Year 2023-24. The Fire Department has found the fee proposal to be in order and recommends that the contract be awarded to Calpo, Hom, & Dong Architects. Staff will use the City’s standard Professional Services agreement in a form acceptable to the City Attorney.

FINANCIAL IMPACT

The contract with Calpo, Hom & Dong Architects would be authorized for \$390,000. The architectural design phases for the project are partially included in the Fiscal Year 2021-22 Capital Improvement Plan. The funding for the architecture and the entire project is from the combined Plan Area Capital Impact Fee Fund (Fund 472). The appropriation in Fiscal Year 2021-22 is \$225,000. An additional appropriation in the amount of \$165,000 will be required to complete the project and contract. Anticipated costs for Fiscal Year 2021-22 will be \$120,000 with the remaining contract costs disbursed during Fiscal Years 2022-23 and 2023-24.

The costs for the Calpo, Hom, & Dong Architects design services contract would be as follows:

Project	Amount	Anticipated FY
Fire Station 34 Phase One	\$ 100,000	2021-22
Topographic Survey Update	\$ 10,000	2021-22
Geotechnical Report Update	\$ 10,000	2021-22
Fire Station 34 Phase Two	\$ 270,000	2022-23 & 24
Total Project Costs	\$ 390,000	

ENVIRONMENTAL REVIEW

This project has been deemed categorically exempt from environmental review.

ATTACHMENTS

1. Resolution No. 10664 - A Resolution Authorizing the City Manager to Execute an Agreement with Calpo, Hom, and Dong Architects for Fire Station 34 Architectural Services and Appropriation of Funds
2. Waiver of Bid document submitted to the City Clerk's Office

Submitted,

Ken Cusano, Fire Chief

Attachment 1

Resolution No. 10664 – A Resolution Authorizing the City Manager to Execute an Agreement
with Calpo, Hom, and Dong Architects for Fire Station 34 Architectural Services and
Appropriation of Funds

RESOLUTION NO. 10664

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH CALPO, HOM, & DONG ARCHITECTS FOR FIRE STATION 34 ARCHITECTURAL SERVICES AND APPROPRIATION OF FUNDS

WHEREAS, the City of Folsom desires to contract for Architectural Services for Fire Station 34; and

WHEREAS, this project was procured as sole source pursuant to the Folsom Municipal Code, section 2.36.140, with Calpo, Hom, & Dong Architects; and

WHEREAS, funds are budgeted in Fiscal Year 2021-22 in the amount of \$225,000 in the Folsom Plan Area Capital Impact Fee Fund (Fund 472); and

WHEREAS, an additional appropriation will be required in the amount of \$165,000, which is available in the Folsom Plan Area Capital Impact Fee Fund (Fund 472); and

WHEREAS, the contract will be in the amount of \$390,000; and

WHEREAS, the agreement will be in a form acceptable to the City Attorney:

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Folsom authorizes the City Manager to execute an agreement with Calpo, Hom, & Dong Architecture, for the Fire Station 34 Architectural Services for a total, not-to-exceed amount of \$390,000.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Finance Director is authorized to appropriate an additional \$165,000 to the Folsom Plan Area Capital Impact Fee Fund (Fund 472) from available fund balance.

PASSED AND ADOPTED on this 13th day of July 2021, by the following roll-call vote:

AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

Michael D. Kozlowski, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

Attachment 2
Waiver of Bid Memo - Calpo, Hom, & Dong

Memo



CITY OF
FOLSOM

To: Christa Freemantle, City Clerk
From: Ken Cusano, Fire Chief
Date: June 21, 2021
Subject: **Waiver of Bid – Calpo, Hom, & Dong Architects**

This shall serve as a “Waiver of Bid Notification” for Sole Source Procurement for professional services contract, as required by Section 2.36.140 of the Folsom Municipal Code.

The Fire Department is requesting to sole source Calpo, Hom, & Dong Architects for professional services architectural design for Station 34 located in the Folsom Plan Area.

Calpo, Hom, & Dong Architects have demonstrated reliable services through design work on Station 39 and Station 38. Maintaining a team-based approach for Fire Station design over a multi-year time frame is key to a successful project. The Fire Department has been extremely satisfied with the work of Calpo, Hom, and Dong Architects for the past two projects.

The Folsom Fire Department is requesting approval for sole source procurement through Calpo, Hom, & Dong Architects for professional services architectural design work for Station 34 in the Folsom Plan Area. The Folsom Fire Department hereby requests this waiver of bid be approved to remain in effect through the completion of Station 34.

The Fire Department has funds budgeted for fiscal year 2021-22 for the initial phases of the architectural design work.

Ken Cusano, Fire Chief

Date

Stacey Tamagni, Finance Director

Date

Elaine Andersen, City Manager

Date

cc: City Clerk, Original
City Manager