



# Folsom City Council Staff Report

<b>MEETING DATE:</b>	7/13/2021
<b>AGENDA SECTION:</b>	Consent Calendar
<b>SUBJECT:</b>	Resolution No. 10665 – A Resolution Authorizing the City Manager to Execute an Agreement with FDC Consultants for Fire Station 34 Construction Management Services and Appropriation of Funds
<b>FROM:</b>	Fire Department

## **RECOMMENDATION / CITY COUNCIL ACTION**

The Fire Department recommends that the City Council pass and approve Resolution No. 10665 - A Resolution Authorizing the City Manager to Execute an Agreement with FDC Consultants for Fire Station 34 Construction Management Services and Appropriation of Funds.

## **BACKGROUND / ISSUE**

The Capital Improvement Plan for Fiscal Year 2021-22 funded 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 and scope of work is outlined by FDC Consultants in Attachment #3.

## **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**

It is desirable and advantageous to contract with the services of a professional project construction manager to oversee the numerous planning and coordinating activities to help ensure that this project remains on budget and is completed in the desired time frame. The Fire Department has been utilizing FDC Consultants for Station construction projects since 2017 and recommended Mr. Fred Russell dba FDC Consultants with a proposal of \$130,200 (Attachment 3).

Attachment 3 is a representation of the scope of work provided by Fred Russell, dba FDC Consulting, defining the costs and estimated hours involved during phases of construction.

## **FINANCIAL IMPACT**

The contract with FDC Consultants would be authorized for \$130,200. Design and bidding phases for construction management consultation would be funded for \$17,850 during Fiscal Year 2021-22. The funding for this project is from the combined Plan Area Capital Impact Fee Fund (Fund 472). Construction management costs of \$130,200 and architecture costs of \$390,000 for a total project amount of \$520,200 to be paid over three fiscal years. An additional appropriation and an increase to the project budget will be required. Anticipated costs for Fiscal Year 2021-22 will be \$17,850 with the remaining contract amount disbursed during Fiscal Years 2022-23 and 2023-24.

The fiscal year costs for the FDC Consultants contract would be as follows:

<b>Project</b>	<b>Amount</b>	<b>Anticipated FY</b>
Design Phase	\$12,600	2021-22
Bidding Phase	\$5,250	2021-22
Construction Phase	\$109,200	2022-23 & 24
Occupancy Phase	\$3,150	2023-24
<b>Total Project Management Costs</b>	<b>\$ 130,200</b>	

The Fiscal Year 2021-22 Capital Improvement Plan included this project at an estimated project cost of \$225,000. Anticipated costs for architectural design services and construction management services during Fiscal Year 2021-22 are \$137,850, leaving \$87,150 of appropriated funds. A total additional appropriation in the amount of \$295,200 will be required to complete the architectural and construction management contracts.

**ENVIRONMENTAL REVIEW**

This project has been deemed categorically exempt from environmental review.

**ATTACHMENTS**

1. Resolution No. 10665 - A Resolution Authorizing the City Manager to Execute an Agreement with FDC Consultants for Fire Station 34 Construction Management Services and Appropriation of Funds
2. Waiver of Bid document submitted to the City Clerk's Office
3. FDC Consultants scope of work and fee proposal

Submitted,

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Ken Cusano, Fire Chief

Attachment 1

Resolution No. 10665 – A Resolution Authorizing the City Manager to Execute an Agreement  
with FDC Consultants for Fire Station 34 Construction Management Services  
and Appropriation of Funds

**RESOLUTION NO. 10665**

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH FDC CONSULTANTS FOR FIRE STATION 34 CONSTRUCTION MANAGEMENT SERVICES AND APPROPRIATION OF FUNDS**

**WHEREAS**, the City of Folsom desires to contract for Construction Management 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 FDC Consultants; and

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

**WHEREAS**, an additional appropriation in the amount of \$130,000 will be required, which is available in the Folsom Plan Area Capital Impact Fee Fund (Fund 472); 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 FDC Consultants, for the Fire Station 34 Construction Management Services for Fiscal Year 2021-22 for a total, not-to-exceed amount of \$130,200.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Finance Director is authorized to appropriate an additional \$130,200 to the Folsom Plan Area Capital Impact Fee Fund (Fund 472) for a total project budget of \$520,200. The additional appropriation will utilize fund balance.

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

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

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Michael D. Kozlowski, MAYOR

ATTEST:

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Christa Freemantle, CITY CLERK

Attachment 2  
Waiver of Bid Memo - FDC Consultants

# Memo



CITY OF  
**FOLSOM**

To: Christa Freemantle, City Clerk  
From: Ken Cusano, Fire Chief  
Date: June 23, 2021  
Subject: **Waiver of Bid – FDC Consultants**

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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 FDC Consultants for construction management services for Station 34 located in the Folsom Plan Area.

FDC Consultants have demonstrated reliable and thorough services from start to finish on Station 39 and Station 38 projects. 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 FDC Consultants for the past two projects.

The Folsom Fire Department is requesting approval for sole source procurement through FDC Consultants for professional services construction management 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 and occupancy of Station 34.

The Fire Department has funds budgeted for fiscal year 2021-22 for the design and bidding phases of the project.

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Ken Cusano, Fire Chief

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Date

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Stacey Tamagni, Finance Director

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Date

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Elaine Andersen, City Manager

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Date

cc: City Clerk, Original  
City Manager

Attachment 3  
FDC Consultants Scope of Work





FDC Consultants

## Folsom Fire Station 34 Project

Thank you for the opportunity to submit a fee proposal to provide Construction Management Services for the Folsom Fire Station 34 project.

See the attached Scope of Work for the cost summary.

### Fee Schedule.

Consultants hourly Rate:	\$105.00
Total Fee Proposal:	\$130,200.00
Overtime hourly rate:	hourly rate
Mileage Charges:	None

### Insurance Coverage:

Commercial General Liability:	1 million- included in total cost
Automotive General Liability:	1 million- included in total cost
Workers Compensation:	not required-no employees

Should you have any questions feel free to call me.

Sincerely,

**Fred Russell**  
**FDC CONSULTANTS**



## **Scope of Work**

### **Design Phase**

- A. Solicit proposals for project Geotechnical Engineering Services and other services required for Project.
- B. Review construction documents and specifications for errors, constructability, and value engineering and make recommendations for changes..
- C. Coordination of all consultants during design and preparation of construction drawings (civil engineer, architect, surveyor, others)
- D. Utility design coordination; liaison with SMUD, AT&T, Comcast for contracting and design work, coordination of construction and inspections.
- E. Representation of City to obtain necessary rights-of-way for street and utility easements.

**Cost: 12,600.00**

### **Bidding Phase**

- A. Advertisement of bid documents.
- B. Pre-bid conference.
- C. Closing of bid period and evaluation of bid documents.
- D. Recommendation for award of bid.
- E. Assist with construction contract generation.
- F. Develop and solicit proposals for Special Inspection and Inspection of Record services.
- G. Evaluation proposal and cost for Special Inspection and Inspection of Record services, and make recommendations for awarding these services.
- H. Assist with contract generation for these services.

**Cost: 5,250.00**

### **Construction Phase**

- A. Coordination between all City departments and divisions involved with the construction process.
- B. Issue Notice to Proceed.
- C. Pre-construction and weekly construction meeting.
- D. Review and monitoring of construction schedule.
- E. Review and evaluations of submittals.
- F. Construction site management.
- G. Manage Special Inspection testing and inspection requirement
- H. Review and make recommendations regarding change orders and monthly progress payment.
- I. Submit monthly progress report.

**Cost: 109,200.00**

**Occupancy Phase**

- A. Manage punch list of corrections and the collection of operation and warranty manuals and as built drawings as required by the specification manual.
- B. Filing of the Notice of Completion.
- C. Make recommendations regarding release of retention funds.
- D. Obtaining final Occupancy Certification.
- E. Move in assistance.

**Cost: 3,150.00**

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