

Folsom City Council Staff Report

MEETING DATE:	7/13/2021
AGENDA SECTION:	Consent Calendar
SUBJECT:	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
FROM:	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 <u>Folsom Municipal Code</u> 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:

Project	Amount	Anticipated FY
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
Total Project Management Costs	\$ 130,200	

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,		
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.

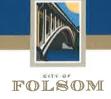
NOW, THEREFORE, BE IT FURTHER RESOLVED that the Finance Director is authorized to appropriate an additional \$130,200 to the Folsom Plan Area Capital Impact Fee Fund (Fund 472) for a total project budget of \$520,200. The additional appropriation will utilize fund balance.

PASSED AND ADOPTED on this 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			
A TETE CITE		Michael D. Roziowski, WA I OK			
ATTEST:					
GI	d common part				
Christa Freemantle, CITY CLERK					

Attachment 2 Waiver of Bid Memo - FDC Consultants

Memo



10.	Christa Freemantie, City Clerk				
From:	Ken Cusano, Fire Chief				
Date:	June 23, 2021				
Subject:	Waiver of Bid – FDC Consu	Itants			
	serve as a "Waiver of Bid Notifical services contract, as required by				
	Department is requesting to sole sole sole sole sole sole sole sol		for construction		
Station 39 a design over	ultants have demonstrated reliable a and Station 38 projects. Maintainin r a multi-year time frame is key to a xtremely satisfied with the work of F	g a team-based approac successful project. The	h for Fire Station Fire Department		
FDC Consu	n Fire Department is requesting app ultants for professional services con om Plan Area. The Folsom Fire Dep d to remain in effect through the cor	struction management we partment hereby requests	ork for Station 34 this waiver of bid		
	epartment has funds budgeted for uses of the project.	r fiscal year 2021-22 for	r the design and		
Ken Cusan	o, Fire Chief	_	Date		
Stacey Tan	nagni, Finance Director	=:	Date		
Elaine Ande	ersen, City Manager	-	Date		
	Clerk, Original Manager				

Attachment 3
FDC Consultants Scope of Work



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: Mileage Charges:

hourly rate None

Insurance Coverage:

Commercial General Liability:

Automotive General Liability:

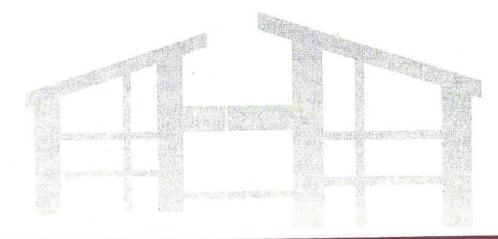
Workers Compensation:

1 million- included in total cost 1 million- included in total cost 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 Composition.
- C. Make recommendations regarding release of retention funds.
- D. Obtaining final Occupancy Certification.
- E. Move in assistance.

Cost: 3,150.00

This page is intentionally left blank.