

Folsom City Council Staff Report

MEETING DATE:	1/12/2021
AGENDA SECTION:	Consent Calendar
SUBJECT:	Resolution No. 10581 - A Resolution Authorizing the City Manager to Execute a Consultant Agreement with WLC Architects for Architectural Services for the Folsom Police Station Rehabilitation Project
FROM:	Police Department

RECOMMENDATION / CITY COUNCIL ACTION

The Police Department recommends that the City Council pass and adopt Resolution No. 10581 - A Resolution Authorizing the City Manager to Execute a Consultant Agreement with WLC Architects for Architectural Services for the Folsom Police Station Rehabilitation Project.

BACKGROUND / ISSUE

The existing Police Department Building was constructed in 1991 as part of the overall City Hall Campus and has served the Department for close to 30 years. From 1991 to present time there has been many changes in growth of the City, growth of the Department, Technology, and Policing Standards. The current facility has outlived its effective life and functionality. At this time it has been determined that rehabilitating and expanding the existing facility is more cost effective than relocating Police Services to another location within the City.

In July 2020 an request for proposal (RFP) for Preliminary Design and Schematic Design was advertised to determine Programming and Facility needs for the next 30 years. After review of five proposals and interview of the three shortlisted architectural firms, WLC Architects was selected to prepare the needed studies and preliminary design to guide the future design of the Police Department Building Rehabilitation Project. The proposed scope includes two phases and a site Boundary, Topographic, and Utility Survey.

Phase 1 – Preliminary Design includes the following to prepare a Functional Facility Assessment:

- Deficiency Assessment
- Space Needs Assessment
- Technical Needs Analysis
- Site Evaluation
- Phasing of Construction and Utilization
- Space Programming Guide
- Facilities Assessment Report

Phase 2 – Schematic Design

- Conceptual Site Plan (2 Alternatives)
- Building Plan Concept
- Conceptual Floor Plan
- Preliminary Interior Elevations
- Preliminary Structural System Plans
- Preliminary Mechanical and Plumbing System Plans
- Preliminary Electrical System Plans
- Preliminary Landscape Plans
- Preliminary Equipment List
- Preliminary Technology Infrastructure
- Preliminary Materials
- Preliminary Schedule
- Preliminary Budget

Upon completion and approval of the Preliminary and Schematic Design staff will present City Council a contract for Design Development Plans, Construction Plans and Documents.

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.

ANALYSIS

On July 31, 2020 the Folsom Police Department advertised an RFP for Architectural Services. Five Architectural Firms submitted proposals on September 10, 2020. Three firms were interviewed the week of October 26, 2020 with WLC Architects selected to negotiate scope and fee.

FINANCIAL IMPACT

WLC Architects proposes to provide the requested architectural services for a not-to-exceed amount of \$200,000. The Fiscal Year 2020-21 budget includes sufficient funding for the preliminary phase of this project. The funding is available in the Police Capital Fund (Fund 428).

ENVIRONMENTAL REVIEW

Anticipated to be a Categorical Exemption. The project is currently in the Preliminary Study Phase.

ATTACHMENTS

1. Resolution No. 10581 - A Resolution Authorizing the City Manager to Execute a Consultant Agreement with WLC Architects for Architectural Services for the Folsom Police Station Rehabilitation Project
2. WLC Architects Scope of Services

Submitted,

Rick Hillman, POLICE CHIEF

ATTACHMENT 1

RESOLUTION NO. 10581

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A
CONSULTANT AGREEMENT WITH WLC ARCHITECTS, INC. FOR
ARCHITECTURAL SERVICES FOR THE FOLSOM POLICE STATION
REHABILITATION PROJECT**

WHEREAS, the existing City of Folsom Police Department Building was built in 1991;
and

WHEREAS, the City of Folsom desires to rehabilitate the existing Police Department
Building for current and future needs; and

WHEREAS, the City of Folsom desires to enter into a contract with WLC Architects for
preliminary studies and design; and

WHEREAS, a request for proposal (RFP) requesting Construction Engineering,
Inspection and Materials Testing was advertised on July 31, 2020; and

WHEREAS, Proposals were provided on September 10, 2020 and Interviews conducted
the week of October 26, 2020 with WLC Architects as the successful consultant to provide services
in the amount of \$200,000; and

WHEREAS, there are sufficient funds budgeted and available in the amount of \$200,000
in the Police Capital Fund (Fund 428); 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 a Consultant Agreement with WLC Architects, Inc. for
\$200,000 for the Folsom Police Station Rehabilitation Project;

PASSED AND ADOPTED this 26th day of January 2021, by the following roll-call vote:

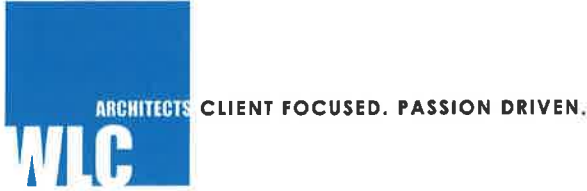
AYES: Councilmember(s):
NOES: Councilmember(s):
ABSENT: Councilmember(s):
ABSTAIN: Councilmember(s):

Michael D. Kozlowski, MAYOR

ATTEST:

Christa Freemantle, CITY CLERK

ATTACHMENT 2



November 6, 2020

Mr. Jason Browning
Commander, Administration Bureau
Folsom Police Department
46 Natoma Street
Folsom, CA 95630

Re: Proposal for Professional Design Services
Folsom Police Station Rehabilitation Project

Dear Commander Browning,

WLC Architects, Inc. is pleased to submit this proposal for professional design services for the planned Police Department Rehabilitation Project. WLC acknowledges the project scope of services as indicated per the City's RFP document dated July 31, 2020.

Phase One – Preliminary Design

Prepare a Functional Facility Assessment including but not limited to the following:

- Deficiency Assessment
- Space Needs Analysis
- Technical Needs Analysis
- Site Evaluation
- Phasing of Construction and Utilization
- Space Programming Guide
- Facility Assessment Report

Phase Two – Schematic Design

Prepare the Schematic Design documents including but not limited to the following:

- Conceptual Site Plan (2 alternatives)
- Building Plan Concept (2 alternatives)
- Conceptual Floor Plan (2 alternatives)
- Preliminary Interior Elevations
- Preliminary Structural System Plans
- Preliminary Mechanical and Plumbing System Plans
- Preliminary Electrical System Plans
- Preliminary Landscape Plans
- Preliminary Equipment List
- Preliminary Technology Infrastructure

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Folsom Police Station Rehabilitation Project
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- Preliminary Materials
- Preliminary Schedule
- Preliminary Budget

Professional Design Fees (Lump Sum Fixed fee)

- Phase One - \$ 62,750.00
- Phase Two - \$104,250.00

Estimated Reimbursable Expense Allowance of **\$2,000** for requested bulk reprographic printing, express mail and courier service shall be billed at cost without any mark-up.

Optional Services (Upon PD/City Authorization)

- Boundary and Topographical Survey - \$10,300.00

Project Schedule

We anticipate completion of each Phase services within these intervals, however, PD/City reviews, workshops, community engagement, formal presentations, etc. are not factored for now. Once we begin services, we can work with the PD/City team to fine tune a detailed schedule.

- Phase 1 Services – Three Months
- Phase 2 Services – Four Months

Excluded Services Under This Proposal

- Design Development Plans
- Construction Document Plans
- Bidding Assistance
- Construction Administration
- Geotechnical Soils Investigation and Report
- Tree Arborist Report

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Hourly Rate Schedule

For additional services, the attached hourly rates are proposed for the basis of fee negotiating. Hourly rates include all standard overhead costs. Any reimbursable costs above and beyond base contract items will be negotiated at the time additional services are requested.

Submitted By:

A handwritten signature in black ink, appearing to read "BILL LOUIE", with a stylized flourish at the end.

BILL LOUIE
Architect, AIA
Principal

BL:fi/20063-mkt

Enclosed: Hourly Rate Schedules

WLC ARCHITECTS, INC.
2020 HOURLY RATE SCHEDULE

	Hourly Rates
Principals of Firm	\$250.00/hr
Associate/Director/Coordinator	\$220.00/hr
Senior Project Architect/Manager	\$200.00/hr
Project Architect/Manager	\$170.00/hr
Design Studio	\$120.00/hr
Clerical	\$100.00/hr

Warren Consulting Engineers, Inc.
HOURLY RATE SCHEDULE

	Hourly Rates
Principal	\$215.00/hr
Project Manager	\$175.00/hr
Civil Engineer	\$175.00/hr
Civil Designer	\$155.00/hr
Drafter	\$110.00/hr

MLA Structural Engineers, Inc.
HOURLY RATE SCHEDULE

	Hourly Rates
Principal Engineer	\$165.00/hr
Project Engineer	\$ 95.00/hr
Design Engineer	\$ 85.00/hr
Draftsperson	\$ 50.00/hr
Clerical	\$ 40.00/hr

Pocock Design Solutions, Inc.
HOURLY RATE SCHEDULE

Hourly Rates

Principal	\$200.00/hr
Engineer	\$175.00/hr
Project Manager	\$165.00/hr
Sr. Designer	\$140.00/hr
Designer	\$120.00/hr
CAD Drafting	\$ 90.00/hr
Clerical	\$ 70.00/hr

A & F Engineering Group, Inc.
HOURLY RATE SCHEDULE

Hourly Rates

Principal	\$155.00/hr
Engineer	\$120.00/hr
Project Manager	\$100.00/hr
Sr. Designer	\$ 90.00/hr
Designer	\$ 80.00/hr
CAD Drafting	\$ 70.00/hr
Clerical	\$ 50.00/hr

Wilson Design Studio Landscape Architecture
HOURLY RATE SCHEDULE

Hourly Rates

Principal Landscape Architect	\$165.00/hr
Senior Associate/Landscape Architect	\$150.00/hr
Senior Landscape Architect/Project Manager	\$135.00/hr
Senior Landscape Designer/Project Manager	\$110.00/hr
Project Landscape Architect	\$110.00/hr
Landscape Designer I	\$ 90.00/hr
Landscape Designer II	\$ 80.00/hr
Admin/Clerical/Controller	\$ 75.00/hr

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