

# STAFF REPORT REGULAR MEETING

**AGENDA DATE:** March 5, 2024

**DEPARTMENT:** Community Sustainability

**TITLE:**

Task Order No. 2 with Song & Associates, Inc to prepare construction documents for the expansion and renovation of the Community Sustainability Department

**SUMMARY:**

Task Order No. 2 under the City's Continuing Services Agreement with Song & Associates, Inc. is to prepare construction documents appropriate for bidding and permitting for expansion and renovation of the Community Sustainability Department spaces at 1900 Second Avenue North.

**BACKGROUND AND JUSTIFICATION:**

In response to City solicitation for professional services RFQ #23-300, Song & Associates was selected in March, 2023 as one of four consulting firms to provide architectural services to the City. Following the approval of the contract for Song & Associates, the City approved Task Order #1 for the firm to prepare a conceptual design package for an expansion and renovation project at 1900 Second Avenue North to address growing space needs of the Community Sustainability Department and to improve the customer service experience and security. The conceptual design package was completed in late 2023 followed by a request to the consultant to provide a Scope of Services proposal to prepare construction documents appropriate for bidding and permitting of the conceptual design.

Task Order #2 is for the provision or all of the consultant services necessary for the preparation of construction documents in order for the City to undertake a bidding process to select a contract and to move the proposed renovation and expansion project for 1900 Second Avenue North into permitting. The task order is for an all-inclusive fee of \$125,050 to cover the construction document expenses for an anticipated \$1 million plus construction project as outlined in the 1900 Conceptual Design package

Funding was allocated from the Building Enterprise Fund to cover these expenses as part of its Fiscal Year 2024 budget.

**MOTION:**

Move to approve/disapprove Task Order No. 2 with Song & Associates to prepare construction documents appropriate for bidding and permitting for expansion and renovation of the Community Sustainability Department spaces at 1900 Second Avenue North.

**ATTACHMENT(S):**

Fiscal Impact Analysis  
Task Order No. 2  
Invoice

**FISCAL IMPACT ANALYSIS**

Five Year Summary of Fiscal Impact:

| <b>Fiscal Years</b>            | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> |
|--------------------------------|-------------|-------------|-------------|-------------|-------------|
| <b>Inflows/Revenues</b>        |             |             |             |             |             |
| Appropriated (Budgeted)        | 0           | 0           | 0           | 0           | 0           |
| Program Income                 | 0           | 0           | 0           | 0           | 0           |
| Grants                         | 0           | 0           | 0           | 0           | 0           |
| In Kind                        | 0           | 0           | 0           | 0           | 0           |
| <b>Outflows/Expenditures</b>   |             |             |             |             |             |
| Appropriated (Budgeted)        | \$125,050   | 0           | 0           | 0           | 0           |
| Operating                      | 0           | 0           | 0           | 0           | 0           |
| Capital                        | 0           | 0           | 0           | 0           | 0           |
| <b>Net Fiscal Impact</b>       |             |             |             |             |             |
| <i>(If not budgeted)</i>       | 0           | 0           | 0           | 0           | 0           |
| <b>No. of Addn'l Full-Time</b> |             |             |             |             |             |
| <b>Employee Positions</b>      | 0           | 0           | 0           | 0           | 0           |

|  |                                  |
|--|----------------------------------|
| <b>Contract Award - Existing Appropriation (Budgeted)</b>                        |                                  |
|  | <b>Expenditure</b>               |
| <b>Department</b>  | Community Sustainability         |
| <b>Division</b>  | Building                         |
| <b>GL Description</b>  | Other/Improvements               |
| <b>GL Account Number</b>   | 301-2020-589.63-00               |
| <b>Project Number</b>  | GV2404                           |
| <b>Requested Funds</b>   | \$125,050                        |
| <b>Remaining Balance</b>   | \$1,173,716                      |
| <b>Source of Revenue</b> (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.) | Building Enterprise Fund Balance |