



## AGENDA REPORT SUMMARY

**Meeting Date:** January 23, 2024

**Subject:** Adopt a Resolution Accepting Completion of the City Hall Permit Counter Project and Authorize the Development Services Director to Record a Notice of Completion as Required by Law

**Prepared by:** Thanh Nguyen, Senior Civil Engineer

**Reviewed by:** Nick Zornes, Development Services Director

**Approved by:** Gabriel Engeland, City Manager

**Attachment:**

Attachment 1 – Resolution

**Initiated by:**

City's Capital Improvement Program; ADA Transition Plan; City Hall Safety Security Assessment

**Previous Council Consideration:**

May 9, 2023

**Fiscal Impact:**

The table below summarizes the final costs of the City Hall Permit Counter Project. Total savings of \$5,924 will be remained in the GL Account #3110-5900.

<b>Project Item</b>	<b>Project Budget</b>	<b>Final Cost</b>
Construction	\$178,000	\$178,000
Printing/Environmental Doc/Misc.	\$0	\$920
Construction contingency (10%)	\$17,800	\$10,956
<b>Total</b>	<b>\$195,800</b>	<b>\$189,876</b>

**Environmental Review:**

The acceptance of the work is categorically exempt from review under California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301(b), involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public sewerage involving negligible or no expansion of existing or former use, and none of the circumstances stated in CEQA Guidelines Section 15300.2 applies.

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**Subject:** Resolution No. 2024-XX: City Hall Permit Counter Project Acceptance

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**Summary:**

- Adopt Resolution No. 2024-XX accepting completion of the City Hall Permit Counter Project.
- Authorize the Development Services Director to record a Notice of Completion as required by law.

**Purpose**

Accept completion of the City Hall Permit Counter Project.

**Background**

On May 9, 2023, SAE Consulting Engineering, was awarded the Total Bid for the City Hall Permit Counter Project in the amount not-to-exceed \$178,000 and up to 10% contingency funds in the amount not-to-exceed \$17,800 be approved for potential unforeseen conditions during construction.

**Discussion/Analysis**

SAE Consulting Engineering completed the construction for the City Hall Permit Counter Project per plans and specifications. The project bid items consisted of replacing the flooring and remodeling of the existing permit counter casework and countertop to comply with ADA requirements and safety needs of a public facility.

The project was successfully completed at the beginning of September 2023. Three change orders were issued during the construction for the additional cope of services which included additional replacement of the flooring square footage, installation of CAT 6 Cables to accommodate new work stations, and replacement of the cabinets countertop covers. The total final project construction cost is \$189,876, and the total project savings of \$5,924 will be remained in the GL Account #3110-5900.

**Recommendation**

Adopt a Resolution accepting completion of the City Hall Permit Counter Project and authorize the Development Services Director to record a Notice of Completion as required by law