



## AGENDA REPORT SUMMARY

**Meeting Date:** May 9, 2023

**Subject** Construction Contract Award: City Hall Permit Counter

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

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

**Attachment:**

1. Bid Results
- A. Resolution No. 2023-XX

**Initiated by:**

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

**Fiscal Impact:**

The construction contract will be in the amount not-to-exceed \$178,000 and up to 10% contingency, if needed, in the amount not-to-exceed \$17,800.

- Breakdown of funds to be used:
  - o \$195,800
- Amount already included in the approved budget: Y (GL Account # 3110-5900)
- Amount above budget requested: \$0.00

Project Item	Project Budget
Construction (Base Bid)	\$178,000
Construction Contingency	\$17,800
<b>Total Cost</b>	<b>\$195,800</b>

Funding Source: Development Services-Professional Services

**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) (Existing Facilities), in that the project consists of the operation, repair, and maintenance of existing facilities. Also, the project involves 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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**Reviewed By:**

City Manager

GE

City Attorney

JH

Finance Director

JD

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**Subject:** Construction Contract Award: City Hall Permit Counter

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**Summary:**

- The City Hall Permit Counter Project, includes replacing of existing permit counter, and lobby flooring to comply with ADA requirements, and safety needs of a public facility.

**Staff Recommendation:**

Award the construction contract for the Base Bid for the City Hall Permit Counter to SAE Consulting Engineering, as the lowest responsive bidder submitting a bid in an amount not-to-exceed \$178,000 and approve the City Manager the authority up to 10% construction contingency, if needed, in the amount not-to-exceed \$17,800.

**Background**

The project scope includes remodeling and replacement of existing city hall permit counter casework, countertop and flooring. The existing permit counter does not fully comply with the Americans with Disabilities Act (ADA) which necessitates significant alterations to become compliant.

Additionally, within the last year there has been multiple issues with security at the city hall permit counter and the inability to secure the area from the public and potential intruders. The existing city hall permit counter is open on both ends to the public with no physical barrier.

The city hall permit counter was previously identified as an area for improvement in previous annual CIP projects, and in the city's 2014 adopted ADA transition plan. Recent safety concerns and compliance necessitate this project to proceed this calendar year.

**Discussion/Analysis**

On April 18, 2023, three bids were opened for this project. The bid results are included in Attachment 1. The project scope includes remodeling and replacement of existing city hall permit counter casework, countertop and flooring.

It is recommended that the award of the construction contract for the project be made to SAE Consulting Engineering as the lowest responsive bidder submitting a bid 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.