



CITY COUNCIL AGENDA REPORT

MEETING DATE: February 5, 2024

TO: Honorable Mayor and Members of the City Council

FROM: Melissa Eads, City Administrator

SUBJECT: Approve a Contract Award between the City of Sonora and Vanir in an Amount not to Exceed \$50,000 for Phase 1 of the City of Sonora Police Department Facility Needs Assessment and Design-Build Management Services for the construction of a Police Facility.

RECOMMENDATION:

Staff recommends approval of a contract award between the City of Sonora and Vanir in an amount not to exceed \$50,000 for Phase 1 of the City of Sonora Police Department facility needs assessment and design-build management services for the construction of a police facility.

PURPOSE:

The existing police facility is operationally insufficient in size and lacks the infrastructure for expansion or growth. The City has also struggled with recruitment and retention. Below pay, Officers rank facilities and equipment as attractors to other Departments. Furthermore, aside from the deficiencies of the current facility relative to operations and administration, the City has placed a priority focus on employee wellness. With that, consideration for facilities with spaces to decompress, work out, or get rest, are now the norm and critical for recruitment and stabilized staffing levels. Through this effort, the City seeks assistance in understanding financing opportunities and feasibility of various options, including renovating existing City-owned facilities, or assessing available properties/structures to meet current operational needs, and anticipated growth needs specific to providing modern and efficient law enforcement services.

BACKGROUND:

The entire Police Department administration/operations is currently housed at 100 South Green Street, in a workspace consisting of approximately 2,418 square feet. Overflow fleet parking, the firing range, ammunition storage, and overflow property/evidence are in various off-site locations throughout the City. The existing building was constructed in the 1950s as an automotive repair shop, and in 1994, the floor plan was remodeled to house the City Police Department. With the exception of recently upgraded backup generation, all existing infrastructure systems, such as HVAC and communication, are outdated and failing. Staff security is insufficient as offices and workspaces are exposed at ground level with minimal protection from potential threats. There is a single ingress/egress point for staff and the general public, and no secure parking is available for employees. The current facility does not have an interview room, briefing room, or training area; a two-position communications PSAP/911 center is compacted into a small room that also serves as a customer service counter for the lobby; there is no public meeting space, and no room for Emergency Operations Center functions. The facility consists of various offices, a small lobby, an exposed Live-scan/fingerprint area, a small locker room, and a patrol report writing room. Evidence and property storage have been relocated into the garage.

The Police Department staffing allocation consists of fourteen (14) sworn and twenty-five (25) total paid employees. The agency provides an array of services for the City of Sonora, which include administration, professional services, patrol staff, detectives, 911-PSAP/Dispatch, records, animal control, parking enforcement, property and evidence, training, homeless outreach, community engagement services, and a volunteer unit.

DISCUSSION / ANALYSIS:

On December 8, 2023, the City released a Request for Proposals (RFP) for all phases of the Facility Needs Assessment and Design Build Management Services. The current budget allocation approved by the Council is \$50,000. Task Orders and budget allocations will accompany subsequent phases. The RFP was sent to the City maintained list of consulting firms, and posted on the City website.

Two (2) Consultants proposed for the project in accordance with the RFP requirements, Vanir and COAR. Both firms are highly qualified and skilled. The Review Panel, comprised of Department and Administrative Staff, ranked Vanir as the most qualified firm.

The complete Scope of Services has been included in the draft contract. A summary of Phase 1 Services includes:

- A Preliminary Site and Needs Assessment
- Evaluation of Current Facilities
- Needs Assessment and Adjacencies
- Conceptual Design
- Site Feasibility Studies
- Budget Verification and Project Schedule.

Additional phases are included and will be dependent upon subsequent budget authority and available funding. Phase I is expected to be completed by July 1, 2024.

FISCAL IMPACT:

The Contract amount was budgeted and approved by the Council effective July 1, 2023. This action ratifies past Council direction and action with no additional impacts. Task Orders will be brought forward to fund additional phases.

COUNCIL ALTERNATIVES:

1. Approve the Contract as attached.
2. Do not approve a Contract at this time.
3. Provide further direction.