



Date: 10/22/2024

Honorable Mayor and Council Members:

Author and title: Danny Renfrow – Chief of Police

Title: **Fencing and Security Gates at Town Hall, C2312 – Design Contract Award**

Jen Callaway, Town Manager

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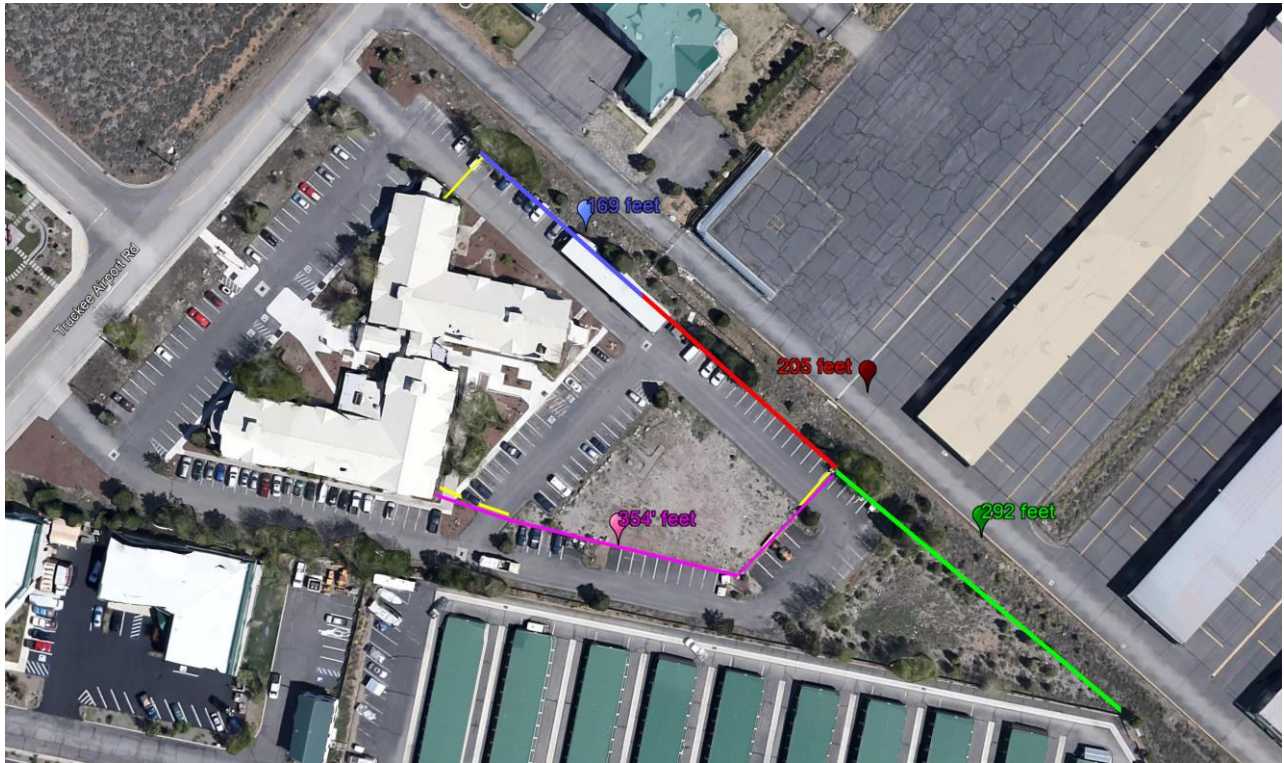
**Recommended Action:**

1. Authorize the Town Manager to execute a design contract with ZFA Structural Engineers for \$54,300 for design and construction support for the Town Hall Security Fence Project; and approve a 10% contingency amount of \$5,430; and
2. Authorize the Chief of Police to approve changes to the contract scope of work within the approved contingency amount for a total authorized expenditure of \$59,730.

**Discussion:** The Fencing and Security Gates at Town Hall Project, CIP #C2312, proposes to construct a security fence with 3 vehicle gates and one pedestrian gate in the rear parking lot of Town Hall to secure parking for Town of Truckee vehicles and to facilitate secured charging stations for the Town's Electric Vehicle fleet. The three vehicular gates will be constructed in a tilt-away design to facilitate snow removal. The fence will be constructed with wrought iron material and a no-scale design concept separating Town property and the Truckee-Tahoe Airport District property. The north side of the fence, along the shared Truckee-Tahoe Airport District property line, will be constructed in partnership and cost-shared with TTAD which will meet their security requirements for airport property. In addition, the fencing and gates will be installed in such a manner as to retain the public's access to the cardboard recycling and compost facilities in the back of the Town Hall property.

**Fencing and Security Gates at Town Hall Project Map**

The northernmost section of the fencing project (blue, red, and green) outlines the fencing distance and shared cost with the Airport District. The yellow lines identify automatic gate placement, and the purple shows the interior fence line, as detailed below.



In May 2024, the Town Council approved CIP #C2312 (\$500K) allocating funding for this project in FY 2024-2025 and 2025-26. These funds originated from our Town's insurance provider, California Intergovernmental Risk Authority (CIRA), for the sole purpose and use for employee safety and security.

The Town sought a qualified design firm and has worked with ZFA Structural Engineers to design the fence, gate specifications, and electrical requirements, along with bid and construction assistance. In addition to designing the fence and gates, the Town is required to conduct an exterior and interior CASp survey (ADA Access) and the Town will need to provide ZFA Structural Engineers with updated CAD drawings for the Town Hall building. These costs are included in the attached proposal from ZFA Structural Engineers (**Attachment A**). ZFA has extensive experience in designing public infrastructure, specifically secure law enforcement buildings and structures. ZFA's scope of work for the design proposal includes:

- Preliminary Design
- Final Design and Construction Package
- Bidding and Construction Assistance

Staff are recommending that the Council authorize a contract amount of \$54,300 and a contract contingency amount equal to 10% (\$5,430) of the contract total, which can be authorized by the Chief of Police if additional design effort is necessary to complete the project beyond the attached scope of work.

**Priority:**

<input type="checkbox"/> Enhanced Communication	<input type="checkbox"/> Climate and Greenhouse Gas Reduction	<input type="checkbox"/> Housing
<input checked="" type="checkbox"/> Infrastructure Investment	<input type="checkbox"/> Emergency and Wildfire Preparedness	<input checked="" type="checkbox"/> Core Service

**Fiscal Impact:** With the staff recommendation, the total authorized contract expenditure amount would be \$59,730. The adopted Fiscal Year 24/25 (\$500K) and projected 25/26 (\$515K) budgets combined have adequate funds for the design contract, as well as expected construction costs. These funds are a combination of CIRA Grant and general funds.

**Public Communication:** None beyond this staff report.

**Attachments:**

***Attachment A:*** ZFA Structural Engineers Design Proposal