



**CITY COUNCIL MEETING
STAFF REPORT**

Meeting Date: April 1, 2024		Subject: Resolution No. 3133 Wilsonville Police Department Interim Building Renovations	
		Staff Member: Martin Montalvo, Operation Manager	
		Department: Public Works	
Action Required		Advisory Board/Commission Recommendation	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 st Reading Date: <input type="checkbox"/> Ordinance 2 nd Reading Date: <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Information or Direction <input type="checkbox"/> Information Only <input type="checkbox"/> Council Direction <input checked="" type="checkbox"/> Consent Agenda		<input type="checkbox"/> Approval <input type="checkbox"/> Denial <input type="checkbox"/> None Forwarded <input checked="" type="checkbox"/> Not Applicable Comments: N/A	
Staff Recommendation: Staff recommends Council adopt the Consent Agenda.			
Recommended Language for Motion: I move to adopt the Consent Agenda.			
Project / Issue Relates To:			
<input type="checkbox"/> Council Goals/Priorities:	<input type="checkbox"/> Adopted Master Plan(s):	<input checked="" type="checkbox"/> Not Applicable	

ISSUE BEFORE COUNCIL:

To approve or reject the construction contract with Woodburn Construction CM/GC, LLC, Inc. for the Wilsonville Police Department Interim Building Renovations Project.

EXECUTIVE SUMMARY:

The Wilsonville Public Works (PW) and Police Departments (PD) have been collocated at 30000 SW Town Center Loop East with PW occupying the upper floor, PD occupying the lower floor and both departments sharing the secure parking area. PW recently vacated the facility allowing PD to take full occupancy of the facility. In order to increase overall efficiency, security and customer service the building requires modifications. Additionally, the City is currently in the process of developing the Community Service Block Master Plan which includes a new Police Station, thus extensive renovations to the building are not being incorporated at this time. These interim building improvements will achieve the following:

Public interaction with the Police staff will now occur on the main (upper) floor of the facility which requires the existing stair case in the main lobby to be relocated and adding a security barrier reconnecting the two floors for staff access. The plans call for the relocation of a security door at the main lobby and reconfiguring the elevator to operate through keycard access. The project will reconfigure several offices within the secure area. This will allow Patrol Officers, Sergeants and Detectives to have individual work stations.

Improvements to the lower floor involve the expansion of the existing male and female locker rooms, the creation of a new wellness space and the relocation of evidence storage. Construction is anticipated to take three months to complete.

The City advertised the Request for Bids on February 7, 2024 and received and reviewed seven bids for the Wilsonville Police Department Interim Renovations Project. The lowest Responsive Bid was from Woodburn Construction CM/GC, LLC for the amount of \$210,258.00.

EXPECTED RESULTS:

By executing this construction contract with Woodburn Construction CM/GC, LLC, the Police Department will be able to maximize the operational efficiency of the existing facility and improve customer service.

TIMELINE: The substantial completion deadline for this project is June 30, 2024 with final completion being July 31, 2024.

CURRENT YEAR BUDGET IMPACTS:

City Council previously approved CIP 8160 PW/Police Facilities Modifications for \$300,000 within the fiscal year 2023-2024 budget. If needed, funds will be rolled over into fiscal year 2024 -2025.

COMMUNITY INVOLVEMENT PROCESS:

N/A

POTENTIAL IMPACTS or BENEFIT TO THE COMMUNITY:

By completing this project, the Police Department will be able to maximize the operational efficiency of their existing facility and improve customer service.

ALTERNATIVES:

Reject the construction contract as proposed and have the Police continue to only occupy the lower floor of the existing building.

CITY MANAGER COMMENT:

N/A

ATTACHMENTS:

1. Resolution No. 3133
 - A. Construction Contract Woodburn Construction CM/GC LLC, to conduct the Wilsonville Police Department Interim Building Renovations project