



**CITY COUNCIL MEETING  
STAFF REPORT**

<b>Meeting Date:</b> June 17, 2024		<b>Subject: Resolution No. 3159</b> Wilsonville Police Department Interim Renovations Contract Amendment	
		<b>Staff Member:</b> Martin Montalvo, Operation Manager	
		<b>Department:</b> Public Works	
<b>Action Required</b>		<b>Advisory Board/Commission Recommendation</b>	
<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing Date: <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading Date: <input type="checkbox"/> Ordinance 2 <sup>nd</sup> 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 <b>Comments:</b>	
<b>Staff Recommendation:</b> Staff recommends Council adopt the Consent Agenda.			
<b>Recommended Language for Motion:</b> I move to adopt the Consent Agenda.			
<b>Project / Issue Relates To:</b>			
<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 amendment with Woodburn Construction CM/GC, LLC., Inc. for the Wilsonville Police Department Interim Renovations Project

**EXECUTIVE SUMMARY:**

The Wilsonville Public Works (PW) and Police Departments (PD) have been collocated at 30000 SW Town Center Loop East. The PW occupied the upper floor of the facility, the lower floor was occupied by the PD and the secure parking was shared. The Public Works Department recently vacated the facility leaving the PD as the sole occupant of the facility. The PD are seeking to take full occupancy of the facility in order to increase overall efficiency, security and customer service. Additionally, the City is currently in the process of master planning for a new Police Station, so extensive renovations are not programmed at this time. These interim renovations will allow the PD to assume full occupancy of the facility by achieving the following:

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 City received seven bids for the project with the lowest Responsive Bid being Woodburn Construction CM/GC, LLC for \$210,258.00.

Additional improvements were identified after the contract was initiated. The additional improvements will increase the overall functionality and appearance of the Facility for the PD. The improvements were captured over the course of five change orders which consisted of the following:

**Change Order #1:** Conduct an additional 5,000 square feet of patch and paint of the existing upper floor space. The additional work will now encompass the entire upper floor.  
Cost: \$23,537.28

**Change Order #2:** Demolition and install new carpet on all locations with existing carpet on the upper level of the building.  
Cost: \$22,149.92

**Change Order #3:** Improvements within the front reception area to allow for new furnishings. Additional patch and paint of associated area with new data port locations. Additional work within the existing breakroom area to allow for new appliances. Additional cabinetry within the new evidence room.  
Cost: \$15,111.46

**Change Order #4:** Install owner provided sconce lighting at the new stairs. This proposal includes providing and installing new boxes, wiring and two (2) occupancy sensors (one at the top and one at the bottom). This proposal is also in response to the owner's request to run two (2) extra data cables from the server room to two main level offices, health room and Chief's office. Finally, this proposal is in response to the ductwork in the ceiling at the new stairwell. On April 30, 2024, Woodburn Construction opened up the ceiling for the new stairwell and discovered that there is a 12" main duct supply that had to be cut off 15' to make way for the new stairs.  
Cost: \$6,671.29

**Change Order #5:** This change order request is to delete new frames at openings D200 & D202 and reuse existing door frames.

Cost: - \$717.60 (CREDIT)

Total Cost: \$66,752.35

**EXPECTED RESULTS:**

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

**TIMELINE:**

The substantial completion deadline for this project is July 3, 2024 with final completion being August 3, 2024.

**CURRENT YEAR BUDGET IMPACTS:**

City Council previously approved capital improvement project (CIP) 8160 PW/Police Facilities Modifications for \$300,000 within the fiscal year 2023-2024 Budget. A budget amendment was approved on June 5, 2024 to increase the overall project budget to \$400,000.

**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 allow the Police to occupy the lower floor of the existing facility

**CITY MANAGER COMMENT:**

N/A

**ATTACHMENTS:**

1. Resolution No. 3159
  - A. Wilsonville Police Department Interim Renovations - Construction Contract Amendment