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DATE: June 3, 2024

TO: Honorable Mayor and Members of the City Council through City Manager

FROM: Paige Bullock, Assistant Engineer I, Public Works & Utilities (PW&U)  
Diane Ramirez, Project Manager, PW&U  
Jonathan Sanglerat, PE, Engineering Manager, PW&U  
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SUBJECT: Resolution Authorizing the Purchase of Allsteel Beyond Walls for Four (4) Additional Offices for the Newly Leased Facility at 1318 Redwood Way for the Public Works & Utilities CIP Department through the State of California Government Contract and Authorizing the City Manager to Execute all Documents Necessary to Complete the Purchase

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### **RECOMMENDATION**

It is recommended that the City Council adopt the attached Resolution authorizing the purchase of Allsteel Beyond Walls for Four (4) Additional Offices for the Newly Leased Facility at 1318 Redwood Way for the Public Works & Utilities CIP Department through State of California Government Contract and authorizing the City Manager to execute all documents necessary to complete the purchase.

### **BACKGROUND**

The Executive, Administrative, and Capital Improvements Program (CIP) Divisions of the Public Works and Utilities Department's (PW&U) newly leased office space at 1318 Redwood Way will accommodate forty to forty-five staff members depending on space utilization. The suites currently have twenty private offices, ranging in size from 9'2" by 12'0" to 12'0" by 18'0". The central office areas have twenty modular furniture cubicles, ranging in size from 6'6" by 7'6" to 8'0" by 8'0".

Leasing this office is a part of the longer process of giving the employees dedicated and adequately sized office spaces in both the new location and at the Water Field Office (WFO). As a City that is growing and rebuilding with the help of the community's approval of Measure U, new positions have been added in the Public Works and Utilities Department, including one Management Analyst, one Senior Civil Engineer, and over the next several months, one additional Assistant Engineer, an Environmental Analyst, a Utility Technician, a Senior Public Works Inspector, a

Business Analyst (GIS/Asset Management), a Water Resources Engineer, an Active Transportation Planner, and an Assistant Utility System Operator. These new positions require adequate offices and workspaces. Staff with supervisory requirements and direct reports should have a private office to conduct sensitive discussions.

In addition, the Parks and Recreation Department has hired additional staff, and the Community Center no longer has adequate space for its personnel. As such, the Parks & Recreation Director and Deputy Director have moved into two offices at Redwood Way.

Since COVID and due to the growth of the PW&U CIP division, many employees have chosen to remain working hybrid or remotely due to the lack of cubicle and office space at PW&U's Water Field Office (WFO). Newly hired staff who would otherwise occupy a private office must move into cubicle spaces due to the lack of available private office spaces at WFO. The in-demand private offices could not be built without removing the much-needed cubicle space. As a result of the quickly growing department, temporary and unsustainable measures were taken to provide office spaces for new staff by dividing cubicles into two small spaces, adding drop-in workstations where space permitted, and sometimes, creating a cubicle-sharing system. Due to the inability to physically increase square footage at the WFO, the newly leased office at 1318 Redwood Way will provide enough cubicle space for staff but falls short of providing enough private offices. To meet needs, staff has looked into installing additional private offices to provide for current and future staff.

## **DISCUSSION**

Staff looked into demountable partitions to construct the additional offices required and keep the flexibility of the open office space available at the beginning of the lease term. Demountable partitions are modular, expandable, and movable. If the department requires a modified layout in the future, additional components can be ordered to fit the new layout. If the department moves in the future, the demountable partitions can be moved to the new location. In addition, these partitions may have resale value in the future if the department no longer has use for the product. This flexibility is not available with traditional wood and gypsum wall construction.

Staff met with representatives of the Allsteel Beyond product to discuss optimal layout, flexibility, sound transmission, and finishes. Each office layout was sized for a workable space while considering building features in place to avoid causing follow-up building modifications or specialized partition manufacturing. For example, the dividing partition between each set of offices was placed at a full-height wall instead of at a window frame. The manufacturer can produce a special attachment to a window frame for an additional cost. Instead, the offices were laid out, so the total square footage is similar but not exactly one-half of the available space. The finishes selected are the lowest grade and lowest cost available while considering durability, longevity, and an attractive palette that aligns with the surrounding office space.

As for the procurement strategy, the City of Petaluma has selected a product available as part of the State of California Government Contract Pricing, which allows the City to access competitively awarded, leveraged cooperative purchasing contracts. Purchases procured through these state and national cooperative lists offer better prices than those bid locally since local vendors do not sell

this type of specialized equipment. Participating in this competitively bid and awarded statewide purchasing program complies with the Petaluma Municipal Code, Section 4.04.100 (Cooperative purchasing programs), which supports the purchases of supplies and equipment made under a cooperative purchasing program with the State, County, or other public agencies that have been competitively bid and awarded.

The price for the manufacturing, finishing, shipping, and installation of the demountable partitions is \$81,073.48 under the State of California Government Contract Pricing. It is based on competitive bidding conducted by the State of California, with a bid awarded to Insidesource, Inc. (Contract #1-22-71-52).

Allsteel is a trusted commercial interior furnishings manufacturer, and the Northern California Region selected Insidesource, Inc. as its representative.

### **PUBLIC OUTREACH**

This agenda item appeared on the City’s tentative agenda document on May 20, 2024, which was a publicly noticed meeting.

### **COUNCIL GOAL ALIGNMENT**

This proposed action supports the following City Council Goals for fiscal and organizational sustainability objectives (A City That Works):

- Workplan Item 8 – Recruit, hire, retain, and advance a workforce that is diverse, representative, skilled, talented, and prepared to meet the demands of a full-service City.
- Workplan Item 10 – Make the City of Petaluma a model employer, encouraging creativity and innovation, and enhancing connections between our staff and the community.

### **CLIMATE ACTION/SUSTAINABILITY EFFORTS**

The demountable partitions are more flexible than traditional wood and gypsum construction because they can be relocated or modified with additional components as needed.

Allsteel Inc. has certified its product with SCS Global Services to qualify for an Indoor Advantage Gold rating for indoor volatile organic chemical emissions. The recycled content is 8.5% post-consumer and 3.7% post-industrial, and an estimated 18% recyclability is at the end of the product life.

### **ENVIRONMENTAL REVIEW**

This project is categorically exempt pursuant to the California Environmental Quality Act (“CEQA”) pursuant to Article 19, Section 15301(c), of Title 14 of the California Code of Regulations (“CEQA Guidelines”) because the project consists of the repair, maintenance, and minor alteration of existing public facilities involving negligible or no expansion of existing or former use. The improvements will modify two areas of the leased office space at 1318 Redwood Way without changing the use of those facilities. Accordingly, there is negligible or no use

expansion beyond what currently exists. No cumulative impacts, unusual circumstances, or other factors would make the exemption inapplicable pursuant to CEQA Guidelines Section 15300.2.

### **FINANCIAL IMPACTS**

The purchase of the demountable walls is included in the approved FY 23/24 budget for the CIP project E11502454 using public works, water, and wastewater capital. The approved budget is \$400,000, which is sufficient for the purchase price of the walls.

The costs of the Allsteel Beyond Walls quoted by Insidesource, Inc. are below (including taxes and fees):

Type:	Demountable Partition Walls
Demountable Partition Wall Model:	<b>Allsteel Beyond Walls</b>
Module/Options w/ State of California Government Contract Pricing:	\$ 49,633.43
Delivery and Install.:	\$ 23,500.00
Design/PM Services:	\$ 2,945.00
Taxes:	\$ 4,995.05
<b>Total Quoted Price:</b>	<b>\$ 81,073.48</b>

### **ALTERNATIVES**

Alternatives considered but not recommended include:

1. Construct permanent walls to create office spaces. This option is not recommended as it requires permits, costs significantly more, and will exceed the necessary timeline.
2. Do not install additional offices and continue not to meet staff needs.

### **ATTACHMENTS**

1. Resolution
2. Quote from Insidesource, Inc.