



DATE: September 11, 2023

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

FROM: Diane Ramirez, Project Manager, Public Works & Utilities (PW&U)
Gina Benedetti-Petnic, PE, Assistant Director, PW&U
Christopher J. Bolt, MPA, PE, CPM, ICMA-CM, Director, PW&U

SUBJECT: Resolution Awarding Construction Contract for the City Hall West Wing Permit Center and Council Chambers Improvements

RECOMMENDATION

It is recommended that the City Council adopt the attached Resolution awarding construction contract for the City Hall West Wing Permit Center and Council Chambers Improvements.

BACKGROUND

The Petaluma City Hall Community Development Department, which is comprised of the building, planning, and housing department, is the primary community resource for building permits. The City was awarded a Housing and Community Development (HCD) Grant of \$165,000 for permit centralization to construct a "Permit Center." The grant intent centralizes the various city departments supporting permit review by bringing the Development Engineering and Housing departments from their City Hall east wing and 27 Howard Street office locations to the west wing area of City Hall where the building and planning departments have been located.

The County of Sonoma had vacated three east-wing offices previously used by the Women, Infants, Children Program (WIC). These offices have been improved by removing asbestos-containing materials, installing new carpet and window coverings, purchasing previously owned modular furniture, painting, and extending IT infrastructure (data cables and wireless access points). Development Engineering (City Engineer, Encroachment Permits, and Permit Inspector), the Housing Department and Community Development Director have all moved to these improved offices.

DISCUSSION

The project at 11 English Street intends to construct a new Permit Counter in the west wing and make improvements to the Council Chambers in the east wing. The Permit Center work will

include constructing a new public counter and meeting area, expanding the existing conference room, improving the main lobby, and consolidating the building inspectors, code enforcement, and plans examiners into a central workstation area. This project includes asbestos abatement, new flooring, new wall and ceiling treatments, and new IT infrastructure.

The Council Chambers' work will include the modification of the low wall and the removal of the defunct wall vents.

MAD Architecture prepared design documents and technical specifications for the project. City staff prepared the contract documents. The Notice Inviting Bids for the construction contract was issued on June 30, 2023. On August 3, 2023, two (2) bids were received as follows:

<u>Name of Bidder</u>	<u>Bid Total</u>
GCCI, Inc.	\$ 546,156.00 Lowest Responsible Bidder
Meylan Construction, Inc.	\$ 563,219.00
Engineer's Estimate	\$ 225,000.00

The lowest responsible bidder, GCCI, Inc., has performed similar projects in Sonoma and Marin Counties but has not performed work for the City of Petaluma. Staff verified that the Contractor possesses a valid Class B California Contractor's License, license number 729437, which expires on November 30, 2024, that qualifies the Contractor to perform the work. It is recommended that Council adopt the resolution awarding the contract to the lowest and responsive bidder, GCCI, Inc. in the amount of \$546,156.00.

Construction is scheduled to begin in October 2023 and to be completed by the end of the calendar year 2023. The Permit Center project will require building and planning staff to relocate to offices in the west wing. Exterior signage will direct applicants to the building entry off Bassett Street. The west wing lobby area will be completely closed during abatement activities which are estimated to take two to three weeks and partially reopened for the remainder of the project. Staff will be available by appointment as needed for the community to ensure the west wing provides fully accessible services.

The Council Chambers' work can be executed in discreet activities scheduled around the Council, Commission, and Committee meetings. Construction management and inspection services will be conducted by City staff.

PUBLIC OUTREACH

Public outreach will include notification to all stakeholders within the project area prior to construction, social media notifications including Facebook and NextDoor, and frequent updates to the City's website for project information.

This agenda item appeared on the tentative agenda for August 7, 2023, which was a publicly noticed City Council meeting.

COUNCIL GOAL ALIGNMENT

The proposed action supports City Council Goals including workplan item # 138 – “Capital maintenance and upgrades to City facilities to provide places and spaces for community dialogue, public meetings, and customer service.”

CLIMATE ACTION/SUSTAINABILITY EFFORTS

This proposed project includes sustainable materials in carpeting, linoleum, wall coverings, and cabinetry. The modular furniture was dismantled at a local commercial tenant who was reducing their office area. This modular furniture is currently in storage and when construction is complete will be reassembled within the Permit Center to provide seven workstations for inspection, enforcement, and plan review staff. The lighting within the project area will be replaced with LED fixtures.

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 the lobby and certain offices at the Petaluma City Hall west wing and minor improvements within the Council Chambers in the east wing without changing the use of those facilities. Accordingly, there is negligible or no expansion of use beyond what currently exists and there are no cumulative impacts, unusual circumstances, or other factors that would make the exemption inapplicable pursuant to CEQA Guidelines Section 15300.2.

FINANCIAL IMPACTS

The City Hall West Wing Space Remodel and Permit Center project, C11202017, has total funding sources of \$820,000. The City Hall Council Chambers Upgrades project, C11202019, has total funding of \$431,000.

The HCD Grant funds have been expended on the Permit Center activities improving the offices for Development Engineering, Housing, and Community Development. HCD will release its grant retention at the completion of the Permit Center project.

There are additional offices within the Community Development Department, and adjacent to the Permit Center project area, in need of furniture replacement and similar improvements to the walls, carpeting, and ceiling. Any approved budget not spent on the Permit Center and Council Chambers project will be reserved for additional projects.

The following is a breakdown of the approved and revised City Hall West Wing Space Remodel & Permit Center CIP budget:

City Hall West Wing Space Remodel & Permit Center (C11202017)	Revised FY 23/24 Project Budget	Total Project Budget
Uses		
Design/Planning/Environmental	\$ 60,000	\$ 207,000
Administration/Legal	\$ 0	\$ 2,000
Construction Contract	\$ 424,000	\$ 564,000
Construction Management	\$ 10,000	\$ 18,000
CIP Overheads	\$ 10,000	\$ 14,000
Contingency	\$ 42,000	\$ 15,000
Total Uses	\$ 546,000	\$ 820,000
Sources		
City Facilities Impact Fee	\$ 495,000	\$ 495,000
American Rescue Plan Act (ARPA)	\$ 160,000	\$ 160,000
Grants – SB2	\$ 165,000	\$ 165,000

The following is a breakdown of the approved and revised City Hall Council Chambers Upgrades CIP budget:

City Hall Council Chambers Upgrades (C11202019)	Revised FY 23/24 Project Budget	Total Project Budget
Uses		
Design/Planning/Environmental	\$ 10,000	\$ 42,000
Administration/Legal	\$ 0	\$ 0
Construction Contract	\$ 122,000	\$ 330,000
Construction Management	\$ 8,000	\$ 18,000
CIP Overheads	\$ 3,000	\$ 13,000
Contingency	\$ 12,000	\$ 28,000
Total Uses	\$ 155,000	\$ 431,000
Sources		
City Facilities Impact Fee	\$ 181,000	\$ 181,000
American Rescue Plan Act (ARPA)	\$ 250,000	\$ 250,000

If a budget adjustment is necessary, it will be brought forward in conjunction with first quarter budget adjustments.

ALTERNATIVES

If this project is not awarded to GCCI, Inc., the project would be re-bid and construction would be delayed. The HCD grant retention will be withheld from release.

Alternatively, a portion of the project could be awarded. There are bid items within each area that can be removed from the project such as the Council Chambers improvements, new flooring, new ceiling, wall coverings and select wall modifications for example.

ATTACHMENTS

1. Resolution
2. Floorplan