

Attachment "A"

RESOLUTION NO. 3001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH THE SAN MATEO COUNTY PUBLIC WORKS DEPARTMENT TO CONSTRUCT TENANT IMPROVMENTS ON THE SECOND FLOOR OF THE EPA GOVERNMENT CENTER, LOCATED AT 2415 UNIVERSITY AVENUE IN EAST PALO ALTO FOR AN AMOUNT NOT TO EXCEED \$224,741

WHEREAS, the City Hall, located on the second floor of the EPA Government Center in East Palo Alto, California, is in dire need of upgrades and efficiencies, and

WHEREAS, the City Council authorized the City Manager through Resolution # 2785 to enter into a contract with KRJ Design Group to prepare the construction drawings for the tenant improvements ; and

WHEREAS, the City has received the drawings from KRJ Design Group; and, the cost estimates from the Public Works Department of San Mateo County for the improvements; and

WHEREAS, the cost of the project is estimated at \$224,741, which includes a Contingency, San Mateo Council Indirect Costs and the Public Works Administrative Costs; and

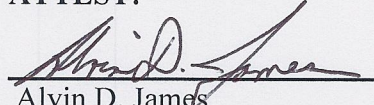
WHEREAS, the cost associated with the construction of this project are not adversely impacting the General Fund as the funds are appropriated in the proceeds of a Bond Refinancing.

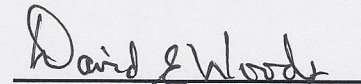
WHEREAS, the improvements will provide a safer and more conducive working environment for City staff and citizens doing business in City Hall

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of East Palo Alto authorizes the City Manager to enter into a contract with San Mateo County, Public Works Department to construct the tenant improvements for City Hall, from the proceeds of a Bond Refinancing and will not to exceed \$224,741.

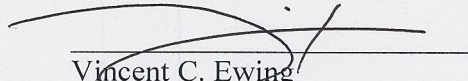
AYES: **WOODS, ROMERO, MARTINEZ, ABRICA**
NOES: **NONE**
ABSENT: **EVANS**
ABSTAIN: **NONE**

ATTEST:


Alvin D. James
City Clerk


David Earl Woods
Mayor

APPROVED AS TO FORM:


Vincent C. Ewing
City Attorney



City of East Palo Alto

City Manager's Office

Date: December 15, 2009

To: Honorable Mayor and Members of the City Council

Via: Alvin D. James, City Manager

From: M L Gordon, Assistant City Manager

Subject: City Hall Tenant Improvements

Recommendation:

It is recommended that the City Council:

- 1) Adopt a Resolution authorizing the City Manager to enter into a contract with the County of San Mateo, to authorize its Department of Public Works, to construct tenant improvements in the City's leased office space in City Hall for an amount not to exceed \$224,741.

Background:

In 2005, included in the details projects from the Bond Refinancing, were several projects, one of which includes the Renovation Improvements to City Hall, in the approved amount of \$250,000 (*See Attached – Exhibit A of the Bond Refinancing Document*).

In 2007, the City via administrative authority secured the services of KRJ Design Group (Ms. Andrea Johnson) to review and prepare design options related to creating a more efficient use of the existing city office space currently housing, the City Manager's Office, City Clerk's Office, City Attorney's Office, Finance Department, Human Resources Department, as well as relocated office space for the Water Department (American Water). Currently, some temporary office space has been made available for the Recreation Services Division of Community Services Department (which includes the need to intermittently accommodate temporary employees such as Public Allies Program staff and during the summer months, the summer recreational program staff).

In September 2007 the City Council directed the City Manager to ask the County of San Mateo if they would transfer or sell the EPA Government Center, located at 2415 University Avenue, East Palo Alto, California to the City to be used as City Hall. The County responded by informing the City that it was only interested in extending the lease, which was scheduled to expire in 2007; however, it would treat the City's inquiry as an expression of interest that might be considered at such time as the County might be interested in declaring the 2415 University property surplus (*See Attachment B -*).

With that response, the City Council authorized the continued leasing of space at the EPA Government Center with an Agreement between the East Palo Alto City Council and the San Mateo County Board of Supervisors.

Analysis:

On May 6, 2008, the City Council adopted Resolution #2785 authorizing the City Manager to enter into a contract with KRJ Design Group (Ms. Andrea Johnson) to develop the Construction Drawings for the tenant improvements for the 2nd floor leased space in City Hall (*See Attachment C – Resolution #2785*).

After a series of meeting, Ms. Johnson (KRJ Design Group) completed the construction drawings (*See Attachment D*) and provided them to Mr. Guido Misculin, Construction Services Section Manager for the Department of Public Works, County of San Mateo. Mr. Misculin then developed costs associated with the various aspects of the proposed project and provided a list of costs associated with the tenant improvements totaling \$221,741 (*See Attachment E*). In an effort to minimize disruption to service delivery to the East Palo Alto residents, and others doing business with the City; and, to ensure the safety of the employees and other tenants in the facility, project implementation is structured to be completed in three (3) phases. It is expected, however, that during the project construction, there will likely be some temporary displacement of employees for a short period of time.

Fiscal Impacts:

The estimated costs, associated with the construction of the project, with contingency, is at \$224,741, which includes a contingency, San Mateo County Indirect Costs and the Public Works Administrative Cost, as well as an additional cost of \$3,000 for upgrading the lenses/diffusers for the lighting (*See Attachment F – Email from Mr. Misculin, dated December 10, 2009*). There is no impact on the General Fund for this project as the funds were specifically identified as a basis for and appropriated in the allocation plan for the Proceeds of the 2005 Bond Refinancing. Costs not associated with construction of the office tenant improvements, such as furniture, are not eligible for financing from bond proceeds. Accordingly, they are not included in this project and will have to be funded from a different source to be presented for independent consideration by the City Council in the future.

Conclusion: Pursuant to City Council's Strategic Plan to Increase Organizational Effectiveness and Efficiency, staff believes that this is an appropriate step to improve the work environment in City Hall. Inadequate working and storage space has been identified as a weakness and will need to be addressed in all City offices. Staff recommends that City Council consider adopting the attached Resolution (*See Attachment G – Draft Resolution*). The City Manager has designated Mr. Frank Rainone, Chief Building Official, as Project Manager for the Construction of the Project.

Attachments: Attachment A – Exhibit A from the 2005 Bond Refinancing Document
Attachment B - Correspondence from San Mateo County re: 2415 University Avenue Facility
Attachment C – Resolution #2785 KRJ Design Group
Attachment D – Construction Drawing (KRJ Design Group)
Attachment E – Cost Estimated for Construction)
Attachment F – December 10, 2009 Email from Guido Misculin, San Mateo County
Attachment G – DRAFT Resolution For Council Consideration

Cc: Mr. Frank Rainone, Chief Building Official
Ms. Andrea Johnson, KRJ Design Group
Mr. Guido Misculin, LEED AP, Construction Services Section Manager, San Mateo County