



MEETING DATE: 8/6/07

ITEM NO:

18

COUNCIL/AGENCY AGENDA REPORT

DATE: AUGUST 2, 2007

TO: MAYOR AND TOWN COUNCIL/CHAIR AND REDEVELOPMENT AGENCY BOARD

FROM: PAMELA JACOBS, INTERIM TOWN MANAGER/EXECUTIVE DIRECTOR

*P. Jacobs*

SUBJECT: ADOPT A RESOLUTION AUTHORIZING THE INTERIM TOWN MANAGER TO EXECUTE AN AGREEMENT WITH ROSS DRULIS CUSENBERY ARCHITECTS TO PREPARE CONSTRUCTION DRAWINGS FOR THE POLICE SERVICES BUILDING AT 15900 LOS GATOS BOULEVARD.

RECOMMENDATION:

Authorize the Interim Town Manager to enter into an agreement with Ross Drulis Cusenbery to prepare construction drawings for the police services building at 15900 Los Gatos Boulevard.

BACKGROUND:

At the June 18 meeting, the Town Council authorized the Town Manager to proceed with the purchase of the building at 15900 Los Gatos Boulevard for use as police services building. The Council also approved a capital project budget adjustment in the amount of \$7,685,468 for the purchase and building improvements.

DISCUSSION:

The escrow for the purchase of the building has closed and the Town has taken possession of the property. The next steps include processing the Conditional Use Permit (CUP) and preparation of the construction drawings for the building additions and tenant improvements.

PREPARED BY: Bud N. Lortz *B. Lortz*  
Director of Community Development

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Reviewed by: \_\_\_\_\_ Assistant Town Manager *OK* Town Attorney  
\_\_\_\_\_ Clerk Administrator *se* Finance \_\_\_\_\_ Community Development

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MAYOR AND TOWN COUNCIL

SUBJECT: POLICE SERVICES BUILDING - ARCHITECTURAL SERVICES

*August 2, 2007*

Staff has received a proposal from the architectural firm of Ross Drulis Cusenbery (RDC) of Sonoma, California to prepare the construction documents. RDC assisted staff with the architectural feasibility analysis for the purchase of the building. The firm has extensive experience in the design of public safety facilities for the State of California and cities and counties throughout the state. RDC is currently working with the cities of San Jose and Palo Alto to design new police facilities in those communities. There are few architectural firms with such extensive experience working on public safety buildings. Due to RDC's experience design public safety buildings combined with their knowledge of the building and Town's Police Department needs for the building, staff did not solicit additional bids for the construction drawings.

The proposal from RDC to prepare the drawings is \$574,297, including all required subconsultants. This amount includes preparation of the drawings along with consultants needed for engineering and other specialty services. It will take approximately seven months to complete the drawings. Staff will concurrently process the CUP and Architectural and Site application for the building additions.

It is requested that the Interim Town Manager be authorized to enter into a contract for a maximum of \$631,727, which includes a ten percent contingency for unexpected expenses that may arise. This would allow staff to deal with unforeseen circumstances without delaying the project.

CONCLUSION:

Staff believes that Ross Drulis Cusenbery has the experience and capacity to prepare the necessary construction documents. Staff recommends that Council authorize the Town Manager to enter into an agreement with Ross Drulis Cusenbery to prepare construction documents.

FISCAL IMPACT:

As discussed above, at the meeting of June 18, 2007, the Town Council Authorize capital project budget adjustment in the amount of \$7,685,468 for the Police Services Building using funding source transfers to the Town's Capital Project Fund.

Sufficient funds are available in the Police Facility project as shown below:

<b>POLICE FACILITY PROJECT</b>						
	<b>Original Budget</b>	<b>Adjusted Budget</b>	<b>Total Budget</b>	<b>Expenditures To Date</b>	<b>Proposed Contract</b>	<b>Available Balance</b>
<b>FY 2007/08 Fiscal Impact</b>						
Project 400-0729	153,000	4,965,468	5,118,468	2,246,118	432,446	2,439,905
Project 930-0729		2,720,000	2,720,000	1,193,573	199,281	1,327,146
<b>TOTALS</b>	<b>153,000</b>	<b>7,685,468</b>	<b>7,838,468</b>	<b>3,439,690</b>	<b>631,727</b>	<b>3,767,051</b>
<b>Expenditure Detail</b>						
Services Supplies & Equipment				210		
Site Acquisition & Preparation				3,367,250		
Consultant Services				72,230	574,297	
Contingency					57,430	
<b>TOTALS</b>				<b>3,439,690</b>	<b>631,727</b>	

Attachments:

1. Resolution
2. Scope of Work

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## **RESOLUTION**

### **RESOLUTION AUTHORIZING THE INTERIM TOWN MANAGER TO EXECUTE AN AGREEMENT WITH ROSS DRULIS CUSENBERY ARCHITECTS TO PREPARE CONSTRUCTION DRAWINGS FOR THE POLICE SERVICES BUILDING AT 15900 LOS GATOS BOULEVARD.**

**WHEREAS**, the Town of Los Gatos Town Council has determined that there is a need for an architectural services to prepare construction documents for the police services building; and

**WHEREAS**, Ross, Drulis and Cusenbery is the most qualified architectural firm to prepare the construction drawings because of their extensive experience designing public safety buildings, their knowledge of the existing building at 15900 Los Gatos Boulevard, and understanding of the police department needs through their work assisting with the architectural feasibility analysis completed prior to the purchase of the building.

**WHEREAS**, project manager, Michael Ross has applicable experience providing architectural services for public safety buildings and has knowledge of the Police Department's requirements and the building at 15900 Los Gatos Boulevard through his work on the architectural feasibility analysis completed prior to the purchase of the building.

**RESOLVED**, by the Town Council that the Interim Town Manager is authorized to execute an agreement with Ross Drulis and Cusenbery for the preparation of construction documents for the Town of Los Gatos Police Services building.

**PASSED AND ADOPTED** at a regular meeting of the Town Council held on the 6<sup>th</sup> day of August, 2007, by the following vote:

COUNCIL MEMBERS:

AYES:

NAYS:

ABSENT:

ABSTAIN:

SIGNED:

/s/ Joe Pirzynski  
MAYOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

ATTEST:

/s/ Jackie Rose  
CLERK ADMINISTRATOR OF THE TOWN OF LOS GATOS  
LOS GATOS, CALIFORNIA

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TEL: 925.438.1000  
FAX: 925.438.1001

ARCHITECTURE

July 24, 2007

Curtis Banks  
Project Planner  
Town of Los Gatos  
110 E. Main Street  
Los Gatos, CA 95030

Reference: Proposal for Los Gatos Police Services Building: *Architecture and Engineering Services*

Dear Curtis:

**RossDrulisCusenbery** Architecture, Inc. (RDC) is pleased to submit this proposal for architecture and engineering (A/E) services for the proposed Los Gatos Police Services Building. A project description, work plan task, project schedule and fee summary for RDC's services is provided below.

**General Project Description**

The Town of Los Gatos Police Department requires additional building area to house its patrol operations, emergency operations center/briefing, investigations, prisoner processing and property and evidence operations. The Town has recently (or will soon) acquire a portion of the Verizon site located at 15900 Los Gatos Blvd., Los Gatos, CA for this purpose. Through this acquisition, the Town will acquire a portion of a 1.78 acre site through a sub division and a 9,238 GSF existing cast in place concrete communications building which will be adapted into a new police services building. The Town of Los Gatos is requesting A/E services for the interior renovations and additions to the existing building and site and civil engineering services for the creation of 46 secure and seven public parking spaces and associated site work.

RDC was previously retained by the Town to provide program verification and conceptual design services for the project. The product of those services were documented in a conceptual design/site plan titled; *Los Gatos – Monte Sereno Police Operations Building, Concept Option B, May 7, 2007*. The work depicted on this document forms the basis of design for this A/E services proposal. The basis of design includes approximately 9,238 GSF of renovations to the existing building and 2,679 GSF of additions to the existing building.

The Town retained the San Jose Construction Company to prepare a construction cost estimate based on the Option B conceptual plan with EOC. The Town also retained Hohbach-Lewin Inc., Structural Engineers to assess the suitability of the existing building. Per the Town's directive, Hohbach-Lewin is being retained by RDC as the structural engineer for the project.

**General Description of Services Offered**

RDC's services will be based on services described in AIA B-141 and will include: architecture, structural, mechanical, plumbing, fire protection, electrical, lighting and civil engineering, landscape design, geo technical and topographic mapping services. Telecommunication, audio visual, security and data systems will be designed by RDC as an empty system of cable trays, raceways, conduits, termination boxes, back panels, equipment rooms and pull strings for the design and installation by others of all cabling, cctv cameras, monitors, telephone communication equipment, telephone switch gear, computers, servers, radio base stations and other user based equipment. The Town will provide its standard "front end" specifications, bid form, contract and instructions to bidders compliant with the requirements of California public works projects, for the Contract Documents.

**Exclusions**

Hazardous materials assessment, testing or abatement, earthquake fault testing or discovery services, meetings in excess of those listed, consultants other than those listed in this proposal, destructive testing, LEED certification, inspections and testing, permits and fees.

**Work Plan**

RDC has organized its services into eight primary tasks. Each task is described below.

Task	Title	Description	Duration	Comments
1	Program Verification and Project Orientation	Kick off meeting, project orientation, program verification. Development of schedule, goals and communication protocols. Attend one meeting in Los Gatos.	One week	Review floor and site plans with PD and Town representatives prior to initiating design process. Town to designate a project manager as single point of contact for project for A/E team.
2	Conditional Use Permit and Design Review Services	Support the Town's application for Conditional Use Permit. Provide professional opinion on need for roof top HVAC units, prepare design review drawings. Attend two meetings in Los Gatos.	Included with Schematic Design	Concurrent with Schematic Design. Prepare design documents for CUP and design review
3	Schematic Design Services	Schematic Design Documents based on previously approved budget, program and conceptual design. Documents include: site plan, floor plan, elevations and two building sections. Attend two meetings in Los Gatos.	1.5 months	This work will be concurrent with CUP work above.

4	Design Development Services	Design Development Documents based on the approved schematic design documents and budget. Documents include: plans, sections, elevation, typical construction details, materials and finishes and systems and equipment layouts. Attend two meetings in Los Gatos.	2.5 months	
5	Construction Document Services	Construction Documents based on the approved Design Development documents and budget. Documents will set forth in detail the requirement for the construction of the project. Documents will include drawings, details and specifications that establish in detail the quality levels of materials and systems required for the work. Attend three meetings in Los Gatos.	Four months	
6	Bidding Services	Assistance in the development and preparation of bidding and procurement information. Preparation of Project Manual, Contract, Conditions of the Contract for Construction and Specifications. Preparation of bid addenda and responses to RFI's during bid period. Evaluation of bids. Attend one pre bid meeting and site walk through in Los Gatos.	1.5 months	
7	Construction Administration Services	Attend pre construction meeting, observe work, create contract change and field orders, review and approve submittals and shop drawings, respond to RFI's. Attend 12 construction meetings.	10 -12 months	

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8	Supplemental Design Services	Exterior Public Courtyard Trellis and Window Sun Shade Design.  Landscape Design in Public ROW.	Discuss	Discuss. It is possible the LG design review process may require additional exterior design treatment be applied to this project.
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**Fee Summary Per Discipline**

<b>Basic Services</b>			
<b>Consultant Name</b>	<b>Specialty</b>	<b>Total Fee</b>	<b>Comments</b>
RossDrulisCusenbery Architecture, Inc.	Architect	\$342,897	
Hobach – Lewin Inc.	Structural Engineer	\$29,500	
T.B.D.	Electrical Engineer	\$47,500	Consultant selection pending
15000 Inc.	Mechanical/Plumbing Engineer	\$32,000	
Green Valley	Civil Engineer	\$46,000	
HLD Group	Landscape Architect	\$12,800	
<b>A: Sub Total</b>		<b>\$510,697</b>	
<b>Specialty Consultants and Fees</b>			
Kleinfelder	Geo Technical Report	\$15,300	
Kleinfelder	Geo Tech Construction Observation	\$16,100	Hourly. Verify.
Green Valley	Topographic Survey	\$12,200	
Reimbursable Expenses Allowance		\$20,000	
<b>B: Sub Total</b>		<b>\$63,600</b>	
<b>Total A/E Fees (A + B)</b>		<b>\$574,297</b>	

RDC is available to begin services within 10 business days of receipt of the Notice to Proceed from the Town of Los Gatos.

Please contact me should you require clarification. Thank you for your consideration.

Sincerely,



Michael B. Ross, AIA