



MEETING DATE: 4/16/07

ITEM NO: 4

COUNCIL AGENDA REPORT

DATE: APRIL 12, 2007

TO: MAYOR AND TOWN COUNCIL

FROM: DEBRA J. FIGONE, TOWN MANAGER

SUBJECT: APPROVE A CONTRACT WITH ROSS DRULIS CUSENBERY ARCHITECTS TO CONDUCT AN ARCHITECTURAL FEASIBILITY STUDY FOR A POLICE SERVICES BUILDING AT 15900 LOS GATOS BOULEVARD.

- A. AUTHORIZE THE TOWN MANAGER TO AMEND AN AGREEMENT WITH ROSS DRULIS CUSENBERY.
- B. AUTHORIZE BUDGET ADJUSTMENT IN THE AMOUNT OF \$153,000 FOR THE DUE DILIGENCE ANALYSIS FOR THE POTENTIAL POLICE SERVICES BUILDING AT 15900 LOS GATOS BOULEVARD, FUNDED BY ALLOCATING FUNDS DESCRIBED IN THE FISCAL IMPACT SECTION.

RECOMMENDATION:

- 1. Authorize the Town Manager to amend an agreement with Ross Drulis Cusenbery to conduct an architectural feasibility study for a police services building at 15900 Los Gatos Boulevard.
- 2. Authorize budget adjustment in the amount of \$153,000 for studies for the potential police services building , funded by allocating \$50,000 from the Town's General Fund Managers Contingency, \$85,000 from the General Fund Manager's Productivity and \$18,000 from the General Fund Election Costs.

BACKGROUND:

Staff is currently doing research to determine if a portion of the building at 15900 Los Gatos Boulevard is suitable for police services. The Town has 60 days to thoroughly investigate the potential purchase of the property and determine whether to proceed with the purchase. The

PREPARED BY: Bud N. Lortz Director of Community Development

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Reviewed by: PS Assistant Town Manager Town Attorney
 Clerk Administrator SC Finance ✓ Community Development

April 12, 2007

analysis being done includes the preparation of an architectural feasibility study to determine if the building is suitable for the department's needs.

The feasibility study will evaluate the site based on two scenarios. The study will identify which aspects of the Police operation that can be located in the existing building within a relatively short timeframe. The study will also evaluate the feasibility of expanding the building, should the Town chose to do so.

DISCUSSION:

Architectural Feasibility Study

Staff contacted seven architectural firms that specialize in design of buildings for police services. All the firms contacted have recently designed police buildings in California. After speaking with each firm and with recent clients, staff selected the firm of Ross Drulis Cusenbery (RDC) of Sonoma, California to conduct the feasibility study. 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. They have received praise from staff in Palo Alto for their communication skills, in particular with the public.

The proposal from RDC to conduct the study is \$43,550. Because of the limited time frame to conduct the analysis, the Town Manager has entered into an agreement with RDC not to exceed \$24,999 to allow the study to commence. Staff is requesting that the Council authorize the Town Manager to amend the agreement to fully fund the study.

It is requested that the Town Manager be authorized to amend the contract to a maximum of \$53,000 to allow a contingency for unexpected expenses that may arise. Because of the limited time frame for the study, staff would not have sufficient time to return to the Council if additional funds are needed.

Budget Adjustment

Staff is requesting a total of \$153,000 be allocated for the various studies being done in conjunction with determining the suitability of the building at 15900 Los Gatos Boulevard for police services. In addition to the architectural feasibility study, other analyses being conducted include studies for noise, traffic, toxics, structural analysis of the building and environmental review. The fiscal impact section below, describes the proposed funding sources.

FISCAL IMPACT:

If authorized by Town Council, this agenda item provides funding for an initial \$153,000 capital budget for the "due diligence" phase for the Police Services Building Project. It includes \$3,180 previously encumbered to Hohbach-Lewin Inc. for a structural analysis of the Verizon building to

determine if the building with the State Building Code for a police facility in case of an earthquake. Funding is proposed in the following table:

Funding Source	Program/Acct #	Amount
Gen Fd. Manager's Contingency	1111-60003	\$50,000
Gen. Fd Manager's Productivity	1111-60004	\$85,000
Gen Fd Election Costs	1111-60520	\$18,000
Total Authorized		\$153,000

The funds recommended above as funding sources for the due diligence phase are unspent from the FY 2006/07 budget at this time and are anticipated to be available for re-appropriation to the Police Services Building Project in the GFAR fund (Project 400-0729).

CONCLUSION:

Staff believes that Ross Drulis Cusenbery has the experience and capacity to fully meet the Town's goals for the architectural feasibility study within the necessary time frame. Staff recommends that Council authorize the Town Manager to amend the agreement with Ross Drulis Cusenbery to fully fund the study. The agreements are currently being reviewed. When finalized, the Town Manager will execute the agreements as authorized by Council through approval of this item.

The budget adjustment for \$153,000 allows staff to conduct the necessary studies to determine whether or not the Town should proceed with the purchase of the property. The Town Manager will initiate required contracts made under her purchasing authority of \$25,000. Contracts which exceed that amount will be brought to the Council for amendment.

Attachments:

1. Architectural Feasibility Study Scope of Work

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 Sonoma Highway
 Sonoma
 CA 95476

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RossDrulisCusenbery

ARCHITECTURE

March 23, 2007

VIA FAX: 408.354.7593

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

Re: Proposal for Town of Los Gatos Police Station Feasibility Study Services

Dear Curtis:

RossDrulisCusenbery Architecture, Inc. (RDC) is pleased to submit this proposal for Police Station Feasibility Study Services to the Town of Los Gatos. RDC's proposal is based on the general project description, scope of work and schedule as outlined in the March 16, 2007 *Scope of Work Town of Los Gatos Police Station Feasibility Study* document prepared by the Town of Los Gatos. For the purpose of this proposal RDC has organized the project into tasks, hours per staff position and hourly rates to establish the proposed fee for services. The following Scope of Work/Fee Summary Table identifies RDC's proposed cost of services.

Task	Hrs/ Principal	Rate	Hrs/Rate Project Architect	Hrs/Rate Administration Support	Fee Sub- Total		
Review the current Master Plan for police services and as necessary consult with Anderson Brule Architects	6	\$200	3	\$150	\$1650		
Prepare for and attend project Kick Off Meeting, Site Visit and Existing Departmental Walk Through	8	\$200	8	\$150	\$2800		
Program verification interviews with Police Department	4	\$200			\$800		
Work with the Police Department to determine which functions should be moved in the split operation scenario	2	\$200			\$400		
Provide a site layout and determine maximum parking capacity	1	\$200	12	\$150	\$2000		
Provide alternative space plans	8	\$200	24	\$150	\$5,200		
Develop a concept for expansion of the existing building to encompass all department operations	6	\$200	16	\$150	24	\$100	\$6,000
Prepare massing study for potential second floor expansion	2	\$200	1	\$150	8	\$100	\$1,350
Prepare graphics/Power Point for community meeting	2	\$200			8	\$100	\$1,200
Work with staff to develop strategies for a community meeting	4	\$200					\$800

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Refine plans to incorporate comments from the community meeting and to mitigate impacts	4	\$200	8	\$150	8	\$100	\$2,800
Develop and recommend strategies to maximize the effectiveness of split facilities including ways to increase communication and interaction between personnel in different locations.	8	\$200					\$1,600
Identify and recommend multiple uses for areas with infrequent activities	4	\$200					\$800
Identify and discuss potential for community uses of the facility	4	\$200					\$800
Develop incremental expansion strategies for building	2	\$200					\$400
Coordinate with Town's cost consultant for the split operation scenario	4	\$200	4	\$150			\$1,400
Coordinate with the Town's consultant on the structural suitability of the building	4	\$200	4	\$150			\$1,400
Prepare Summary Documentation	2	\$200	12	\$150	24	\$100	\$5,000
Prepare for an Attend Two Community Meetings	16	\$200					\$3,200
Prepare for an Attend One Planning Commission Meeting	8	\$200					\$1,600
Prepare for an attend One Town Council Meeting	8	\$200					\$1,600
Reproduction, Travel and Reimbursable Allowance							\$1,150
Total Fee for Services							\$43,550

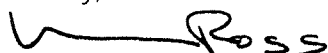
Exclusions: This proposal does not include the provision of the services of any consultant engineers including but not limited to: structural, civil, cost, environmental (haz-mat), mechanical, or low voltage/ security/data/telecommunications engineers.

RDC is available to begin services with a Project Kick Off Meeting on March 30, 2007. This meeting would include goal setting, schedule development, existing Police Department walk through, site visit of the proposed new building and interviews with selected Police Department and Town representatives.

RDC has e-forwarded suggested modifications to the project contract recommended by our insurance carrier for your review.

RDC looks forward to working with the Town of Los Gatos and its Police Department to develop this feasibility study. Please review the above proposal and contact me should you require clarification.

Sincerely,



Michael B. Ross, AIA