



Legislation Text

File #: 19-017, **Version:** 1

Report Prepared by: Frank Quintero, Director of Economic Development

SUBJECT: Approval of a Professional Service Agreement with LPA, Inc. in the Amount of \$165,850 for a Needs Assessment of the Future Police Headquarters Facility (Project #116040) and a Transfer of Funds in the Amount of \$165,850 to Support the Agreement

REPORT IN BRIEF

Approval of a professional service agreement with LPA, Inc. in the amount of \$165,850 for a Needs Assessment of the Future Police Headquarters facility and transfers a total of \$165,850 in funds to support the agreement.

RECOMMENDATION

City Council - Adopt a Motion:

- A. Approving a transfer of \$82,925 from Fund 047 - Facilities-Police and a transfer of \$82,925 from Fund 057 Facilities-Police (Developer) and appropriate the same to Project 116040 (Fund 449-1001-627-65-00) Police Headquarters #2; and,
- B. Approving Professional Services Agreement with LPA, Inc. in the amount of \$165,850; and,
- C. Authorizing the City Manager or Assistant City Manager to execute the necessary document.

ALTERNATIVES

- 1. Approve as recommended by staff; or
- 2. Approve, subject to conditions as specified by the City Council; or
- 3. Deny the request; or,
- 4. Refer back to staff for reconsideration of specific items as requested by the Council; or
- 5. Defer action until a specified date

AUTHORITY

Charter of the City of Merced, Section 200

CITY COUNCIL PRIORITIES

City of Merced Adopted Budget Fiscal Year 2018-2019, Section 10 - Public Safety, Police, Police Headquarters - "In accordance with Council Goals & Priorities concerning Future Planning, the Merced Police Department will continue to work closely with City staff to compose an accurate needs assessment and ideas for possible funding options for the construction of a new Police Headquarters."

DISCUSSION

The City of Merced issued a Request for Proposal seeking qualified firms to perform a needs assessment for the future Police Headquarters facility. Staff received eight (8) proposals from qualified terms. An internal Ad Hoc Committee reviewed the proposals and interviewed the top three candidates to prepare the needs assessment. The Ad Hoc Committee unanimously selected LPA, Inc. (LPA Design Studio) to prepare the study. LPA, Inc. executed the Professional Service Agreement which is now before the City Council for consideration (ATTACHMENT 1). The cost for LPA, Inc.'s services is \$165,850.

Needs Assessment - A Short Definition

The components of a needs assessment often include site evaluation, facility condition analysis, programming, and conceptual budgeting for project and construction costs. The comprehensive, thorough process offers a credible projection of space needs for current and future uses.

The Process

City staff met with representatives from the City of Salinas where a new police headquarters facility is under construction. During the discussion, it was highly recommended that staff attend the Planning, Designing, and Constructing Police Facilities workshop offered through the International Association of Chiefs of Police. Staff attended the workshop and were well guided regarding the necessary steps required to build a new police facility.

Staff issued the Request for Proposal for the Needs Assessment and Architectural Services with twelve firms expressing interest. The proposed scope of work consisted of the following elements:

- A. Identify Current Facility Conditions and Deficiencies
- B. City Population and Growth Projections
- C. Future Facility Needs
- D. Space Needs
- E. Preliminary Cost Estimates
- F. Preliminary Site Design layouts
- G. Potential Funding Sources
- H. Re-evaluation of current selected Police Station site in concert with assessment findings
- I. Timeline for design, construction and funding models

Representatives from the twelve firms participated in the mandatory walk-through of the current police headquarters and subsequent tour of the Merced Sun-Star site (the current designated location for the future police headquarters facility.) Staff received a total of eight proposals from the twelve firms who participated in the tour.

An Ad Hoc Review Committee reviewed and ranked the proposals on criteria including staff qualifications, technical experience, technical approach, past projects, and completeness. Committee members included Mayor Pro Tempore Kevin Blake, Council Members Michael Belluomini, and Jill McLeod, Finance Officer Venus Rodriguez, Assistant City Manager Stephanie Dietz, Public Works Director Ken Elwin, Police Chief Christopher Goodwin and Director of Economic Development & Project Champion Frank Quintero.

Subsequently, the Ad Hoc Review Committee invited the top three firms to an interview at the Merced Civic Center. The three firms interviewed included LPA Design Studio, Shah Kawasaki Architects, and WLC Architects. Shown below are the proposals' rankings in order of highest to lowest, as determined by the Ad Hoc Committee:

1. LPA Design Studio, (Irvine, CA) \$165,850.00
2. Shah Kawasaki Architects, (Oakland, CA) \$214,267.00
3. WLC Architects, (Folsom, CA) \$140,000.00

The Committee selected LPA, Inc., based on their past experience, sub-consultant experience, and understanding of the project. The LPA, Inc., fee proposal for completing the needs assessment contract is for the not-to-exceed sum of \$165,850.00.

Staff is also requesting the transfer of \$165,850.00 from Fund 047 and 057 to forward with the required steps for completing a needs assessment for the future Police Headquarters.

IMPACT ON CITY RESOURCES

Staff recommends the transfer of \$165,850 from Fund 047 and Fund 057 appropriating the same to Project 116040 Police Headquarters #2.

ATTACHMENTS

1. Professional Service Agreement with LPA, Inc.