



AGENCY: City Council
MEETING DATE: September 25, 2023
DEPARTMENT: Public Works
PRESENTED BY: A. Huerta
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AGENDA ITEM SUMMARY

TITLE:

Receive Report and Consider Adoption of City Council Resolution Approving Professional Services Agreement with Whitchurch Engineering, Inc. to Provide Design and Engineering Services for the Fire Station Reconstruction Project, City Project No. PWP-00124, and Authorizing City Manager to Execute Contract (Amount Not to Exceed \$130,000)

ISSUE:

On August 25, 2023, four (4) design firms submitted proposals for engineering and design services for the Fire Station Reconstruction project. The Public Works Department reviewed the proposals and recommend that Whitchurch Engineering, Inc. (WEI) be selected as the design-engineering firm for the project. All proposals were timely. This firm is well qualified to perform the work, and the base proposal cost submitted is below the available funds (\$145,000) in the Community Development Block Grant (CDBG) for the design of the Fire Station Reconstruction project.

ANALYSIS:

The Fire Station project has been on the City's Capital Project list since 2009 and was included in the FY 2022/23 CIP budget. The project was originally aimed to rehabilitate the existing buildings; however, after a structural and architectural analysis was conducted by Gutierrez/Associates Architects & Planners as part of the previous contract awarded in 2022, it was determined that due to the similarities in cost of renovation versus new construction, funding newly constructed buildings would be a better use of funds. Due to the ongoing increase in cost of design and construction, the current funds available only allow us to complete a new design for the North Wing of the Fire Station. This scope of work was reviewed and approved by City Council prior to release of the Request for Proposals (RFP) on July 24, 2023. The scope of the project will allow the City to procure a design professional to complete plans and specifications for the Fire Station North Wing Reconstruction.

The City received four (4) timely responses. A review of the the submittals made it clear to staff that Gutierrez/Associates Architects & Planners exceeded the budget available for the project. The proposals submitted by Calpo Hom & Dong Architects (CH&D), Nichols Melburg & Rossetto Architects (NMR), and Whitchurch Engineering, Inc.(WEI) provided what staff perceive to be an adequate level of service. Further reference and website checks confirmed that the three firms have experience and staff sufficient to complete a job of this size, although Calpo Hom & Dong's current contract for the Town Hall and Facilities Remodel Project left staff feeling concerned that they may not be able to deliver on the expedited schedules if working on both projects concurrently. NMR's proposal presented the highest cost for services but also showed strong experience with fire station projects. WEI's proposal presented the lowest cost for services while also showing strong experience and sufficient staffing for completing the scope of work included in this project.

Staff feels strongly that Whitchurch Engineering Inc.'s (WEI's) organized proposal, budget and concise timeline for design completion shows their commitment to delivering the City a successful project. One of the most important components of a good design is attention to detail and quality control of the submittal, something that was well represented by the submittal from WEI.

RECOMMENDED ACTION:

Adopt Resolution approving Professional Services Agreement with Whitchurch Engineering Inc., to Provide Design and Engineering Services for the Fire Station Reconstruction Project, City Project No. PWP-00124, and Authorizing City Manager to Execute Contract (Amount Not to Exceed \$130,000).

ALTERNATIVE ACTION(S):

1. Adopt Resolution approving Professional Services Agreement with Alternate Design Firm Calpo Hom & Dong Architects, to Provide Design and Engineering Services for the Fire Station Reconstruction Project, City Project No. PWP-00124, and Authorizing City Manager to Execute Contract (Amount Not to Exceed \$135,000); or
2. Reject all proposals and solicit a new Request for Proposals (RFPs).

ATTACHMENTS:

1. Resolution to Approve Professional Services Agreement Whitchurch Engineering, Inc.

NOTIFICATION:

1. Gutierrez / Associates Architects & Planners; Efren Gutierrez, Principal Architect
2. Calpo Hom & Dong Architects; Dennis Dong, AIA, CSI, Principal in Charge
3. Nichols, Melburg & Rossetto Architects; Rudy Tanner, Principal Architect
4. Whitchurch Engineering, Inc.; Jeffrey Laikam, PE, Engineering Manager