



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: August 15, 2017

Agenda Item 6th

Approvals:

City Manager [Signature]

Dept. Head [Signature]

Attorney [Signature]

Finance [Signature]

Department: Public Works / Engineering
Prepared By: Ken Knatz, Principal Civil Engineer/Asset Manager [Signature]

Subject: **AWARD OF PROFESSIONAL SERVICES AGREEMENT TO GENSLER FOR 910 CALLE NEGOCIO BUILDING ARCHITECTURAL SERVICES, PROJECT NO. 18804.**

Fiscal Impact: Yes. There is adequate funding for the proposed \$160,000 expenditure within the \$500,000 capital project budget from the General Fund.

Summary: Staff recommends the City Council approve a Professional Services Agreement with Gensler to design first and third floor improvements at 910 Calle Negocio.

Background: Moving forward with a temporary consolidation of City Hall operations to the 910 Calle Negocio Building (Negocio) was approved in the City's 2017 Long Term Financial Plan (LTFP). The relocation of City Hall staff to Negocio provides a cost effective option in consolidated operations with ideal timing due to the lease expiration of the Negocio third floor tenant in February 2018. The third floor space is in good condition and can be moved into with minimal improvements.

Discussion: Gensler assisted the City with concepts for the Negocio building under a previous evaluation. As a result, they are familiar with the facility and its challenges. They have highly qualified staff and have successfully completed numerous municipal projects throughout the country.

Staff worked with Gensler to develop a scope of work to design first and third floor improvements at Negocio. The scope is broken up into phases and includes design to suit architectural services for both the first and third floor of Negocio on a time and material basis with a not-to-exceed total of \$160,000. Each phase of the work for each floor will be authorized individually as concept deliverables move forward towards construction drawings for public bid. This allows the City control and flexibility in how and whether to evaluate and construct improvements to the third floor while the City Hall site is evaluated. An additional \$500,000 for the project was projected as a placeholder in the FY 2019 General Fund Capital Program six-year outlay to fund construction of the facility improvements.

Staff will strive to coincide occupancy of City Hall staff at Negocio shortly after the lease expiration in February 2018. However, the project schedule will ultimately depend on final design concept configuration and construction phasing between all impacted stakeholder departments.

Recommended

Action: STAFF RECOMMENDS THAT the City Council approve and authorize the Mayor to execute Contract _____, by and between the City of San Clemente and Gensler, providing design services for first and third floor improvements at 910 Calle Negocio, in the amount of \$160,000.

Attachments: Gensler Architectural Services Scope of Work

Notification: None.

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