



AGENDA REPORT

SAN CLEMENTE CITY COUNCIL MEETING
Meeting Date: August 20, 2019

Agenda Item 6E
Approvals:
City Manager [Signature]
Dept. Head [Signature]
Attorney SS
Finance [Signature]

Department: Public Works
Prepared By: Chris Tanio, Associate Civil Engineer

Subject: *PHASE I MOVING EXPENSES FOR 910 CALLE NEGOCIO BUILDING ARCHITECTURAL SERVICES, PROJECT NO. 18804.*

Fiscal Impact: None. There is adequate funding for the proposed \$36,000 expenditure within the project budget.

Summary: This report requests City Council approval to utilize \$36,000 of the \$160,000 construction management and inspection funds to cover expenses associated with moving staff into the completed first phase of the Negocio Building First Floor Renovation project.

Discussion: In its October 2018 City Council meeting, the City authorized \$160,000 to be used for construction management and inspection services. Since these services are not anticipated to exceed the authorized amount, staff is recommending to utilize \$36,000 of the \$160,000 construction management and inspection funds to cover expenses associated with moving staff into the completed first phase of the Negocio Building First Floor Renovation. Coast Valley Moving and Storage will perform the moving activities and has successfully completed moving for the City prior to the project's first phase in late November 2018 and also during the relocation of staff from the Old City Hall to 910 Calle Negocio in March 2018. The moving expenses include moving supplies, equipment, and furniture to the completed first phase of the Negocio Building First Floor Renovation. With Council's approval, staff will reduce the existing purchase order amount by \$36,000 for construction management services with Dudek, and issue a new purchase order in the amount of \$36,000 (includes \$3,000 contingency) with Coast Valley Moving and Storage.

Recommended Action: STAFF RECOMMENDS THAT the City Council approve re-directing \$36,000 from the Negocio remodel construction management and inspection budget for use on first phase moving expenses via a purchase order with Coast Valley Moving and Storage.

Attachment: None.

Notification: None.

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