



# Agenda Item

## City Council

---

**Item #:** 7.2.

11/10/2020

**File #:** 20-150

---

**TO:** Honorable Mayor and Members of the City Council

**THRU:** Rick Otto, City Manager

**FROM:** Christopher Cash, Public Works Director  
Sean deMetropolis, Fire Chief

### 1. SUBJECT

Agreement with Griffin Structures, Inc. for Construction Management Services for Fire Station No. 1 and Headquarters project.

### 2. SUMMARY

This agreement authorizes Griffin Structures, Inc. to provide construction management and inspection services for Fire Station No.1 and Headquarters project.

### 3. RECOMMENDED ACTION

1. Approve the agreement with Griffin Structures, Inc. in the amount of \$788,700, representing an original amount of \$717,000 plus a 10% contingency of \$71,700 for Construction Management Services for Fire Station No. 1 and Headquarters project (SP-4071); and authorize the Mayor and City Clerk to execute on behalf of the City.
2. Authorize the appropriation of \$788,700 from the Capital Bond Proceeds unreserved fund balance to expenditure account 553.5011.56020.20400 - Capital Bond Proceeds - Fire Station No. 1 and Headquarters.

### 4. FISCAL IMPACT

The total expenditure for this agreement is \$788,700 and will be funded in Fire Station 1 (20400) through Capital Bond Proceeds (553).

### 5. STRATEGIC PLAN GOALS

Goal 1: Provide for a safe community

- b: Provide and maintain infrastructure necessary to ensure the safety of the public.

Goal 4: Provide outstanding public service

- b: Provide facilities and services to meet customer expectations.

### 6. DISCUSSION AND BACKGROUND

The City plans to build a new Fire Station No. 1 and Headquarters to be located on City-owned property at the southeast corner of the intersection of Water Street and Chapman Avenue, at 1176 Chapman Avenue, formally 105 South Water Street. In addition to the new facility, the project will be retrofitting an existing storage building at 145 South Water Street to store reserve apparatus vehicles and other disaster equipment. The project will also be constructing a parking lot for staff on a portion of 180 S. Water Street. The project's construction contract is scheduled for award in tonight's council

meeting.

In consideration of the construction schedule, the daily supervision required for a project of this size and scale, and the expertise needed to fully support the project, City staff determined that a full time Construction Manager would be best for the success of the project.

City staff requested proposals from six (6) qualified firms to provide Construction Management Services. The Request for Proposals (RFP) was solicited from August 13, 2020 for a period of four weeks, two proposals were received on September 10, 2020 from Griffin Structures, Inc. and Erickson-Hall Construction, Co.; both firms have prior experience in providing Construction Management services on projects of similar size and cost.

City staff individually evaluated the consultant proposals based on Project Team and Key personnel, Relevant Experience, Project Approach and Understanding, and their Work Progress Activity Schedule. Once the proposals were reviewed and ranked, Public Works staff met to discuss the independent evaluations. After review and discussion, it was agreed that Griffin Structures, Inc. was the most qualified consultant for the project. Griffin Structures, Inc. showed thorough understanding of the project scope, challenges, and requirements needed for the success and timely delivery of the project. City staff opened the cost proposal and ensured that the cost proposal matched the scope of work. Public Works Staff contacted Griffin Structures, Inc. for clarifications in regards to the scope of work and agreed that Griffin Structures, Inc. will provide all the services stated in the Request for Proposal for the Fire Station No. 1 and Headquarters project.

Staff recommends awarding a contract to Griffin Structures in the amount of \$788,700, representing an original amount of \$717,000 plus a 10% contingency of \$71,700 for Construction Management Services for Fire Station No. 1 and Headquarters project. The scope of work is to provide the services that include but not limited to, acting as the City's Construction Manager and performing construction inspections inclusive of Material testing, and environmental monitoring services. In addition, Griffin Structures, Inc. will review and ensure the certified payrolls from the Contractor/Subcontractors for compliance with state prevailing wage laws.

## **7. ATTACHMENTS**

- Professional Services Agreement with Griffin Structures, Inc.
- Related proposal documentation are on file with the Public Works Department