



## CITY OF COMMERCE AGENDA REPORT

**TO:** Honorable City Council

**Item No.** \_\_\_\_\_

**FROM:** City Administrator

**SUBJECT:** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA, APPROVING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DESIGN OF TRANSPORTATION SERVICE CENTER ADMINISTRATION BUILDING EXPANSION PROJECT

**MEETING DATE:** April 3, 2018

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### RECOMMENDATION

The City Council will consider for adoption a Resolution approving the issuance of a RFP for Architectural and Engineering Services for the Design of Transportation Service Center Administration Building Expansion Project

### BACKGROUND

The existing Commerce Transportation Service Center (CTSC) facility was designed by RNL Architectural Firm. The construction was completed in 1995. The facility has not undergone significant modifications since the construction was completed. In order to improve the service and efficiency, City staff recommend considering an expansion of the CTSC facility. The proposed expansion primarily includes improvements and modifications to the east end of the existing administration building with an expansion into an existing 3-stall parking area and exterior patio area between the maintenance building and the dispatch office. The approximate area of the administration building modification and expansion is 1,570 SF, which may be adjusted as necessary with City's approval based on the final design to be completed by the selected firm per this RFP.

The modification and expansion of the facility has two primary objectives:

1. Provide additional conference and office space for administration and operations.
2. Provide a new dispatch area with a more functional configuration and better visibility to the entry and driver's areas.

To evaluate the above objectives, the City (September 19, 2017, City Council action) retained RNL now Stantec Architecture Inc. ("Stantec") to develop a conceptual design and feasibility assessment for modifications to the existing CTSC administration building area.

The focus of the Conceptual Design and Feasibility Report prepared by Stantec was to define the scope of work for facility improvements to the existing administration building.

The proposed project has the following key programmatic objectives:

- Provide a new, modern conference room for a minimum of 10 to 12 people;
- Provide one new office;
- Convert the existing conference room into an office;
- Expand and modernize the dispatch office with views into the driver's areas;
- Create a new dispatch vestibule to serve as a dispatch window and entry/exit point for the building; and
- Provide conceptual design for a secured entry lobby with new controlled access door and reception counter.

## **ANALYSIS**

This request for authorization is to issue an RFP to select an Architectural and Engineering consultant to prepare plans, specifications and estimates for the proposed project, and provide support services during bidding and construction phases as the architect of record to the City and City's construction manager on as-needed basis. Upon City Council's authorization, the RFP will be posted on the City's RFP portal, PlanetBids. This portal is a nation-wide platform and reaches out to a large number of service providers and maximizes the participation.

It is anticipated that staff will come back to City Council with a recommended consultant for consideration and approval within approximately 3 months of the release of this RFP. Once City Council approves a consultant, it is anticipated that the design phase will be completed within approximately 9 months of such approval. Once the design is completed, and final construction cost estimates are developed, staff will come back to City Council for necessary funding allocation for the construction of the project. Currently, the City has a \$444,000 grant from the Federal Transit Administration (FTA) for this project. This funding will be used to cover construction costs.

The cost of architectural and engineering services will be covered 100% by Surface Transportation Program Local Funds. Generally, the industry range for cost of soft services (management, administration, architectural and engineering design, surveying, materials testing and inspection, construction management, inspection, etc.) for similar projects is approximately 25%. The design phase services, which is the subject of this City Council authorization for the release of the design services RFP, is anticipated to be in the range of 8% to 12%.

## **FISCAL IMPACT**

Combined with all other reasonably known, planned and approved expenditures, the cost for architectural and engineering services, supporting management, administration, and other costs will be paid using Surface Transportation Program Local Funds. As a result, this project will not have an impact to the City's operating budget.

Once the final architectural design, engineering services fee, and other costs are finalized after the consultant selection, staff will request City Council's approval on the funding amount.

## **RELATIONSHIP TO STRATEGIC GOALS**

This agenda item relates to the 2016 Strategic Plan - Goal #6: "Enhance Quality of Life Goal"; as this project increases office space for transit operations; which improves operational efficiency and helps maximize staff time and resources.

## **ALTERNATIVES:**

1. Approve staff's recommendation
2. Reject staff's recommendation
3. Provide staff with further direction

Approved by:	Claude McFerguson, Director of Transportation
Reviewed by:	Vilko Domic, Finance Director
Approved as to form:	Noel Tapia, City Attorney
Respectfully submitted:	Edgar P. Cisneros, City Administrator

## **ATTACHMENTS:**

1. RFP (Request for Proposal)