



CITY OF COMMERCE AGENDA REPORT

TO: Honorable City Council

Item No. _____

FROM: City Manager

SUBJECT: Approve Professional Services Agreement with BOA Architecture to Provide Architecture and Engineering Services for the Roofing System and HVAC Upgrade Design at Bristow Park Building

MEETING DATE: September 3, 2019

RECOMMENDATION:

Approve professional services agreement with BOA Architecture to provide architecture and engineering services for the roofing system and HVAC upgrade design of the Bristow Park Building in the amount of \$65,600.

BACKGROUND & ANALYSIS:

The existing Bristow Park Building, located at 1466 S. McDonnell Avenue, is a 14,750 square foot; single story building that was built in 1988. The building was evaluated in 2015 and shows signs of water leakage in various locations and insufficient ventilation throughout the facility.

Prompted by building maintenance staff concerns over repeated water intrusions during rain events, Staff completed the roofing structural study, which identified that the new roofing system is in need of a new upgrade of the existing Heating, Ventilation and Air Conditioning (HVAC) equipment. The majority of the roof leakage occurs at the main entrance of the building; however, there were signs of water seepage throughout the office areas as well during the most recent rain events.

Water leakage and the need for significant new roofing were major concerns at the Bristow Park facility. It should also be noted that the Bristow Park Building houses the Bristow Park Library that currently maintains City property and assets valued at approximately one million dollars. Major water leakage and/or failure in the roofing system at Bristow Park Building Facility could result in significant damage to the facility and expose the assets to significant damage or loss of up to one million dollars.

Therefore, the new roofing system and HVAC upgrade is best procured via Architectural and Engineering design and construction. BOA Architects was selected from the on-call list of professional service consultants, and City staff reviewed the firm's professional services and is satisfied that this firm will bring a successful design to remedy the roofing and HVAC deficiencies of the Bristow Park building.

Once the design is completed, Staff will request authorization to advertise the construction documents and subsequently recommend the lowest responsible bidder to execute the project.

Therefore, Staff recommends that the City Council approve the agreement with BOA Architecture to provide architectural and engineering design services for the roofing system and HVAC upgrade and approve the expenditure of \$54,600, including a 20% contingency of \$11,000 for unforeseen circumstances in the total amount of \$65,600.

ALTERNATIVES:

1. Approve staff recommendation
2. Disapprove staff recommendation
3. Provide staff with further direction

FISCAL IMPACT:

The City Council approved an allocation of **\$150,000** in Measure AA funds in FY 2016-17 for the Bristow Park Roof Repair. Some work was facilitated in the same year to mitigate some deficiencies at a cost of **\$36,900**, leaving an allocation of **\$113,100**. Therefore, sufficient funds are available for the professional services agreement aforementioned.

RELATIONSHIP TO STRATEGIC GOALS:

This item relates to the City Council's specific 2016 Strategic Action Plan's:

Capital Improvement Projects

- Goal to "develop and implement a sustainable CIP Program to ensure the quality of existing infrastructure and support future plans for the City and develop and invest in infrastructure and beautification projects that support economic growth."

Approved by: Vilko Domic, Acting Director of Public Works and Development Services

Reviewed by: Vilko Domic, Finance Director

Approved as to form: Noel Tapia, City Attorney

Respectfully submitted: Edgar P. Cisneros, City Manager

ATTACHMENTS:

1. Resolution

2. BOA Proposal
3. Professional Service Agreement