



Agenda Bill

AB# 22-001

City Council

Meeting Date: 12/13/2022

Subject City Hall Expansion and Remodel Project

Document Type Contract

Department Public Works

Contact Shaun Tozer

Attorney Review N/A

Committee Recommendation N/A N/A

Planning Commission Recommendation N/A

Handling Normal **Deadline Date** 12/13/2022

Needed from Council Action

Recommendation

Staff recommends that City Council award the contract for the "City Hall Expansion and Remodel" project, authorizing the Mayor to execute a construction contract with lowest bidder, Exxel Pacific in the amount of \$490,426.14, and authorize contingency funds for anticipated minor changes.

Council Review History

- 2021 Facility Master Plan meetings & workshops
- Various 2022 Director Reports – 2/8, 3/8, 4/12, 9/9, 11/15
- 11/3/2021 staff memo, TCA task order & amendment
- 12/3/2021 staff memo, renovation design
- 3/3/2022 staff memo, Final Design scope & fee

Attachments/References

- 2/18/2021 FMP meeting <https://clydehill.civicweb.net/document/14328/>
- 6/22/2021 FMP meeting <https://clydehill.civicweb.net/Portal/MeetingInformation.aspx?Org=Cal&Id=187>
- Contract Section of bid documents – example only
- Project Sheet and Bid Tab
- Project Notice of Award

Routing

Director: Shaun Tozer, Public Works Director

Approved: ST 12/8/2022

Administrator: Dean Rohla

Approved: DAR 12/9/2022

Budget Impacts Approved in Budget

Expenditure

Fund	Description	Contract Costs	Budget		
			2023 Budget	Budget Amendment Needed	Amended 2023 Budget
100.513.20.40.00 Capital Facilities Strategic Plan	Construction Contract	\$490,426.14	\$1,963,036	\$	\$
	Contract Contingency	\$59,573.86	\$	\$	\$
	TOTAL	\$550,000.00	\$	\$	\$

Revenue

Fund	Account Description	Revenue	Budget		
			2023 Budget	Budget Amendment Needed	Amended 2023 Budget
		\$	\$	\$	\$
		\$	\$	\$	\$

Notes

City Hall renovation project as approved in 2022 budget, and being carried into 2023 budget under the Capital Facilities Strategic Plan item in the Special Projects Department

Verified by Finance: Lisa King 12/8/2022

Key Facts and Information Summary

Following on-going discussions regarding facilities in 2021 and earlier, staff pursued a project to make certain improvements at City Hall to accommodate additional staff and enhance teleconferencing capabilities. The project was designed by the City's architect, TCA, and advertised for bids on 11/3/2022 with bids due on 11/22/2022. Two bids were received, with less than \$1,000 separating the two proposals. Both bids exceeded the Engineer's Estimate but are within budgeted resources available. In the budget impact section, staff has recommended that City Council authorize additional funds above the base contract amount for contingencies, changes orders, or other necessary projects costs.

Recommended Motion

Motion: "I move to approve Agenda Bill 22-001, awarding a contract to Exxel Pacific Inc. for the City Hall Expansion and Remodel Project."