

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 5/11/09		Item Number: <u>C-9</u>	
AGENDA ITEM: Approval of a Professional Services Agreement with McClaren, Wilson & Lawrie, Inc. for the Facility Needs Assessment of the Culver City Police Department			
Contact Person/Dept.: Hong Wang/PW		Phone Number: 310.253.5604	
Fiscal Impact: Yes ☐ No ☒		General Fund: Yes ☐ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master E-Mail Notification List (5/6/09); All consultants who submitted proposals (mailed on 4/9/09)			
Department Approval: Charles D. Herbertson (05/01/09) Donald Pedersen (05/04/09)		City Attorney Approval: Carol Schwab (by H. Baker) (05/06/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (05/06/09)		City Manager Approval: Jerry B. Fulwood (05/06/09)	

RECOMMENDATION:

Staff recommends the City Council approve a professional services agreement with McClaren, Wilson & Lawrie, Inc. for the facility needs assessment of the Culver City Police Department.

BACKGROUND

The Culver City Police Department is a full service law enforcement agency consisting of 165 sworn personnel and professional staff dedicated to providing the highest level of police service to the residents, businesses, and visitors of Culver City. Located at 4040 Duquesne Avenue, the current police building was originally constructed in 1967 and subsequently expanded and renovated in 1978 and again in 1998. The building is outdated and does not meet the space needs for the Department, both current and projected. As the facility ages, the cost of repair and renovation continue to rise. The air conditioning and ventilation system is in need of costly repair. The jail is also in need of renovation.

On January 12, 2009 the City Council authorized staff to solicit proposals from architecture firms to undertake this study. The City Council also directed that the study include the feasibility of having a combined Fire Station #1 and Police Facility at 4040 Duquesne Avenue.

If approved by the City Council, the study will include: a review of existing spaces; a list of applicable codes, including the Essential Services Act, accreditation standards and regulations; a square foot site needs summary defining: parking,

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storage, and firing range needs, building footprint, setbacks, and landscape requirements for milestones prescribed; square footage needs for the building for milestones prescribed; feasibility of renovation/ modification to the existing police building to meet the projected needs, and, as an intermediate measure, a detailed feasibility study to relocate or to improve the current emergency 911 call center. It is anticipated that the lot at 4040 Duquesne Avenue will remain as the future building site.

DISCUSSION:

The Request for Proposals for this Study was publicly advertised on the City's web site and mailed to known firms specializing in facility assessment studies. Proposals were due on February 26, 2009.

Nine (9) architectural firms responded to the proposal:

<u>Firm</u>	<u>Proposed Fee</u>
Beverly Prior Architects	\$ 78,057
GKK Works/SGS	\$ 85,000
Heery	\$ 58,500
John Barry & Associates	\$ 83,500
McClaren, Wilson & Lawrie, Inc.	\$ 84,609
Strategic Security Corp	\$ 69,430
WLC Architects	\$ 53,330
WMM Associates	\$ 68,915
Wolcott	\$ 168,577

California Government Code Section 4526 requires that selection by local agencies for professional services of private architectural, landscape architectural, engineering, environmental, land surveying, or construction project management firms shall be on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required. Local agencies shall assure that these services are engaged on the basis of demonstrated competence and qualifications for the types of services to be performed and at fair and reasonable prices to the public agency.

The selection review committee consisted of the Public Works Director/City Engineer, Police Chief, Assistant Police Chief, Fire Chief, Battalion Chief for Fire Station No. 1, Engineering Services Manager, and the Senior Civil Engineer. It was determined by the committee that McClaren, Wilson & Lawrie, Inc's (McClaren) proposal is the most responsive and is the most qualified firm to

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provide facility needs assessment services on this project and recommends the City Council approve a Professional Services Agreement with McClaren.

McClaren has extensive design experience for police facility planning and design projects in southern California and throughout the country, including local municipalities such as the Cities of Santa Monica, Hawthorne, Glendale, and Chula Vista.

After the tentative selection, Staff negotiated the total design fees with McClaren. During the discussion with McClaren, it was mutually agreed that an opinion letter regarding the overall feasibility of a combined public safety building be prepared and submitted by the consultant before proceeding and incurring the cost of a full scaled study. Therefore, the original fee of \$84,609 was successfully negotiated to \$48,800. If, after considering the opinion letter, the City Council desires to continue with the full scale study, then the price would be adjusted upward to its original amount.

It is staff's recommendation that the City Council approve a professional services agreement with McClaren since they have demonstrated through their proposal that they are the most qualified proposer while also offering a price that is fair and reasonable. The facility needs study will take about four months to complete.

FISCAL ANALYSIS:

The City Manager has approved the use of \$50,000 from General Fund Appropriated Reserves upon approval of this item by the City Council. Any additional funding that may be needed to cover the contingency amount, if needed, will be transferred from the Police Department's budget.

ATTACHMENTS:

1. McClaren, Wilson & Lawrie, Inc's Proposal.

MOTIONS:

That the City Council:

1. Approve a professional services agreement with McClaren, Wilson & Lawrie, Inc. to provide facility needs assessment services for the Culver City Police Department and Fire Station #1 (with an option for a combined facility) for a not-to exceed amount of \$48,800; and,

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2. Authorize the Public Works Director/City Engineer to increase the contract for a not-to-exceed amount of \$5,000, if necessary; and,

3. Authorize the City Attorney to review/prepare the necessary documents; and,

4. Authorize the City Manager to execute such documents on behalf of the City.