

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 1/12/09		Item Number: <u>C-8</u>	
AGENDA ITEM: Authorization to release a Request for Proposals (“RFP”) for the Facility Needs Assessment for 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 (1/7/09);			
Department Approval: PW: Charles D. Herbertson 12/26/2008 PD: Don Pedersen 12/27/08		City Attorney Approval: Carol Schwab (by H. Baker) (01/05/09)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (01/07/09)		City Manager Approval: Jerry B. Fulwood (01/07/09)	

RECOMMENDATION:

Staff recommends the City Council authorize the release of a Request for Proposals (“RFP”) for the facility needs assessment for 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 police building sits on a 74,000 square foot site and contains 37,900 square feet of total gross floor area. The building is outdated and does not meet the space needs for the Department, both current and projected.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 renovations.

This RFP solicits proposals from qualified firms to provide consulting services to prepare a needs assessment study for a new police facility. The RFP will be sent to several reputable architecture firms as well as publicly advertised on the City’s web site.

City of Culver City, California
City Council Agenda Item Report

DISCUSSION:

The space needs assessment will quantify space needs for today as well as ten year and twenty year milestones. The selected consultant will prepare questionnaires, interview staff, and prepare a draft and final space needs document. The space needs study will include: a review of existing space; a list of applicable codes, including the Essential Services Act, accreditation standards and regulations; a square foot site needs summary defining: parking, 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.

The selected Consultant will develop a project budget for the design and construction of the Police building and will also explore project financing options.

It is anticipated that 4040 Duquesne Avenue will remain as the future building site.

Should the City Council approve the release of the attached RFP, the following table includes the timeline for the project:

Task	Time Frame
Release RFP	January 13, 2009
Response to RFP due date	February 19, 2009
Award contract	April 09
Space need study	May –August 2009

FISCAL ANALYSIS:

The estimated cost for facility needs assessment study is between \$50,000 and \$85,000. The release of the RFP does not create a substantive fiscal impact on the City. Upon receipt and review of the proposals received, staff will discuss the fiscal impact of awarding the contract for the needs assessment in a future staff report. This assessment study was not included in the adopted fiscal 2008-09 budget, but funding from the General Fund Appropriated Reserve and Police Department's operating budget is available to cover the anticipated cost.

ATTACHMENTS:

None.

City of Culver City, California
City Council Agenda Item Report

MOTIONS:

That the City Council:

Authorize the release of a Request for Proposals (“RFP”) for a facility needs assessment for the Culver City Police Department.