



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Lodi Public Safety Building Master Plan (\$49,940)

MEETING DATE: December 18, 1996

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council hire the firm of EKONA, of San Francisco, to prepare the master plan for the Public Safety Building and to appropriate additional funds to cover this project in accordance with the recommendation shown below.

BACKGROUND INFORMATION: In March of this year, the City Council directed the Public Works Department to prepare a Request for Qualifications (RFQ) for the master planning of the City's Public Safety Building. Numerous RFQ's were mailed out. The City received six responses and, after reviewing the material submitted together with doing reference background checking, the City interviewed three architectural firms. The interviewing was done by a selection committee made up of Council Member Steve Mann, Planning Commissioner Roger Stafford, local contractor Larry Mindt, Police Chief Larry Hansen, Acting Fire Chief Frank Ortiz, and Public Works Director Jack Ronsko.

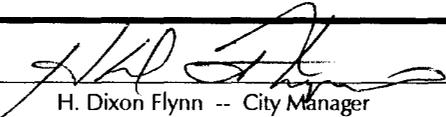
It was unanimous, from the interview process, that the firm of EKONA be retained to prepare this master plan. EKONA specialized in public safety buildings and was currently working with nine different police departments in California in the areas of master planning, remodeling and new construction. The most recent master plan EKONA had completed was for the City of Culver City whose police facility was designed by Marion Varner, the same architect who designed our Public Safety Building. They found the two police facilities were very similar.

Through the interview process with the three firms, it became very evident that the \$20,000 allocated for this master plan would not be sufficient. Over the past several months, the Police, Fire and Public Works departments have been working with EKONA to develop the exact scope of work to be accomplished in the development of our master plan. We presently have four major problems in this facility which need to be addressed as soon as possible. They are:

- Inadequacy of the dispatch center
- Antiquated and substandard HVAC system
- American Disability Act (ADA) deficiencies
- Internal and outside security problems

This master planning will include a solution to our long-range (30 years) space requirements together with solutions to our short-term (current to 10 years) space requirements.

APPROVED: _____

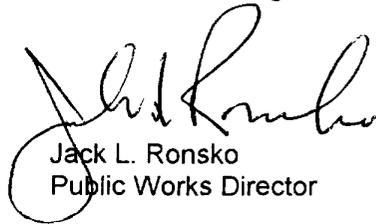

H. Dixon Flynn -- City Manager

Attached is the proposed scope of service for the Public Safety Building master plan. The total amount of this work is \$49,940. \$20,000 was previously appropriated from Police Impact Fee funds. It is recommended that as part of the approval of this item an additional \$30,000 be allocated from Police and Fire Impact Fees to complete this study.

It is estimated that the master plan project will take approximately twenty weeks to complete.

FUNDING:	Requested Appropriation:	\$30,000	*50% Police Impact Fee funds
			50% Fire Impact Fee funds
	Previous Appropriation:	\$20,000	Police Impact Fee funds
	Project Estimate:	\$49,940	

*Initially, these funds will be borrowed from the Fire Impact Fee funds and the appropriate amount will be repaid from Police Impact Fee funds as dollars are received during the next construction season. The appropriate interest will be paid.



Jack L. Ronsko
Public Works Director

JLR/lm

Attachment

cc: Police Chief
Acting Fire Chief
Finance Director
Building and Equipment Maintenance Superintendent
EKONA

EKONA

November 20, 1996

Mr. Jack L. Ronsko
Public Works Director
City of Lodi
221 West Pine Street
P.O. Box 3006
Lodi, CA 95241

RECEIVED

NOV 25 1996

CITY OF LODI
PUBLIC WORKS DEPARTMENT

Subject: Lodi Public Safety Master Plan

Dear Jack,

We have received and reviewed your letter which requests clarification or confirmation of our proposed scope of services. Our response will follow your questions as noted below and we have made revisions to our proposal where appropriate.

Task 1.2 Needs Assessment

- 1/2 The space needs for both the Fire and Police Departments will be conducted recognizing the space that is currently utilized both within and outside of the Public Safety Building. We realize that both Departments have part of their operations outside of the building which is a recognition of the current space "problem". The space needs analysis starts with appropriate space requirements for current staff. Space projections to short term (current to 10 years) and to long range (30 years) space requirements will be created through a combination of demographic and organizational projections.
3. The twelve interviews can contain individuals or small groups of staff from either Departments as confirmed and defined by the Police and Fire Command Staff. We are aware that the Police Department will put together a "user group" team to participate with the Consultant team. In addition to interviews we expect that key Fire and Police Department staff will also participate in the completion of a space needs questionnaire which will occur prior to interviews.

Task 2.1 Site and Building Analysis

Your comments defined in items 1 - 3 have been incorporated into our revised proposed scope of services.

4. The mechanical and electrical engineers are the same professionals who conducted Culver City Police Facility analysis. We expect the same level of evaluation to be prepared on the Lodi Public Safety Building.
5. We have not reviewed the drawings for indications of hazardous materials, however, the era of the building would indicate that there may be some materials. This item should be defined as part of Task 1.1. If you have knowledge of hazardous materials it

501 SECOND STREET, STUDIO SUITE 204, SAN FRANCISCO, CA 94107 TEL: 415•543•0707 FAX: 415•543•0706

ARCHITECTURE + PLANNING
C.J. KAMAGES, AIA, ARCHITECT
PRESIDENT & DIRECTOR

EKONA

Mr. Jack L. Ronsko
City of Lodi
November 20, 1996
Page 2

would be good practice for the City to retain an outside firm for this type of evaluation as it could have a construction cost impact.

Task 3.1 Conceptual Building / Site Master Plan Options

Your comments defined in items 1 and 2 have been incorporated into our revised proposed scope of services.

Task 3.2 Conceptual Cost Study

The construction cost and energy evaluation studies will be similar to the Culver City Report and again will be performed by the same professionals who prepared the studies and analysis on the Culver City Concept Study.

Hopefully these comments and the attached revised proposed scope of services are acceptable to you and the Building Committee. We would also be pleased to assist you with your immediate needs to upgrade the women's locker facility in the Police Department and upgrade of sleeping quarters in the Fire Department.

Sincerely,



Peter M. Hourihan
Vice President

attachment: Revised Scope of Services

cc: Christ J. Kamages, AIA
 Timothy L. Craig, AIA



CITY OF LODI

PUBLIC SAFETY BUILDING MASTER PLAN

SCOPE OF SERVICE

November 20, 1996

PART I - NEEDS ANALYSIS FOR PUBLIC SAFETY BUILDING

Task 1.1 - Orientation and Start-up

Objective

To define the City/Consultant Team structure; to refine and review the general scope of work; to establish project goals and objectives; to review key issues from available planning and base materials; to define any additional base materials for consultant use; and to review and establish the project milestones and schedule.

Methodology

Review of previously developed City provided materials and meet with the City Team to review the above issues. The City provided material includes ADA Deficiency Survey, Public Safety Building original contract documents, City of Lodi General Plan, City of Lodi Growth Projections, and City of Lodi Government Center Master Plan.

Products

- Meeting Notes reflecting the discussion.
- A refined work plan which delineates each task to be accomplished describing its scope, content, and due date.
- A written statement of goals and objectives.

Work Effort

Hours - 24

Task 1.2 - Needs Assessment

Objective

To confirm and validate the current and future space requirements in qualitative and quantitative terms to meet the operational requirements of the City of Lodi Public Safety Building to a level of detail appropriate to determine the Fire and Police Department space needs and to develop alternative facility renovation, addition or new building expansion concept options.

Methodology

Review and analysis of existing data, augmented by the interviews and discussion, for the current and future needs of the City, Police Department and Fire Department. Meet with Fire

EKONA

and Police Department Command Staff to review operational issues, prior planning studies, prior space needs analysis and to conduct interviews as the primary method of data collection used to create staff projections. Key members of the Departments as defined by the Fire and Police Department Command Staff, will complete an EKONA questionnaire to further define Department needs. EKONA will conduct approximately twelve (12) interviews to confirm departmental needs. Review space standards for each personnel and job classification. Review departmental statistical trends, City level of service expectations, and City demographic trends which will impact departmental staffing and space needs. Make assessments of required space needs for current and projected needs using a 30 year projection for the Masterplan. Current space needs will be prioritized to develop a project budget for improvements to be made to the existing Public Safety Building to respond to immediate space shortage.

Products

A memorandum summarizing all general building area requirements, departmental adjacencies, site/parking needs and other special issues related to the development of an appropriate description of the anticipated size for Fire and Police Department facility needs. This will not be a detailed Architectural program from which a building could be designed but would be an adequate assessment to validate and confirm options which will establish a reasonable future facility size and a reliable concept level cost estimate.

Work Effort

Hours - 138

PART 2 - EXISTING CONDITIONS/PRIOR PLANNING ANALYSIS

Task 2.1 - Site and Building Analysis

Objective

To provide all City and Consultant team members with a common "broad brush" understanding of the possible building addition/renovation options based upon information provided by cursory architectural, structural, mechanical, electrical and plumbing evaluations of the existing building(s), existing paving/parking, existing physical/visual attributes and site restrictions associated with the Civic Center parcel.

Methodology

Visual survey of the existing buildings and site by the appropriate Consultant team member. Combine the visual survey results with analysis of any as-built or record drawings, site topographic survey, utility survey and review of prior planning or technical reports. Evaluate and summarize the issues which affect the viability of reuse of the existing structure and the potential use of the site. Each Consultant team member will focus on their area of expertise in the following areas:

- Code and Regulatory Issues
- Subsurface conditions
- Topography

EKONA

- Review of the existing building(s) in terms of architectural, structural, mechanical, plumbing, security and electrical systems (size, conditions, use, viability, longevity, and current code compliance)
- Vegetation and Landscape
- Adjacent Land Uses and Physical Structures
- Vehicular patterns, parking and site security
- Pedestrian movement
- Visual image

The analysis will be reviewed with the City team which includes Police and Fire Departments; City's Building Official; and City's Building and Equipment Maintenance Superintendent.

Product

A summary memorandum with graphic presentations of the issues which will identify the site and existing building opportunities and constraints. Of particular interest is initial review of structural/seismic performance; building code classification; life safety/egress; site and building security; mechanical/electrical systems; preliminary Title 24/accessibility review and other issues which impact expansion, phasing and code "trigger" concerns.

Work Effort

Hours - 158

Note: This initial analysis does not include detailed ADA/Title 24 survey, detailed structural evaluation, hazardous materials survey, measured drawings, inventory of furniture, analysis of furniture conditions or "as is" furniture plans. Should any initial investigation indicate that a more exhaustive investigation is required this work will be authorized as additional service.

PART 3 - BUILDING/SITE MASTERPLAN

Task 3.1 - Conceptual Building/Site Masterplan Options

Objective

To establish the conceptual options for the accommodation of the current and future Police and Fire Department needs within a range of possible building renovation options, building addition options, or new construction options within the Civic Center.

Methodology

Through a review of the previous Civic Center Masterplan studies; the site and building analysis developed as part of Task 2.1; and needs assessment prepared as part of Task 1.2, develop facility concepts which best meet the needs of the Police and Fire Departments. Concept options will be prepared at two levels of detail and assumption about space requirements. The first level are masterplan concepts based upon a long range (30 year) space requirement which considers the long term needs of City Hall, Courts, Fire and Police which are currently housed in the Civic Center. The second level are concepts based upon short term (current to 10 year) space requirements of Police and Fire Departments which

EKONA

allows the development of renovation/addition options to the existing Public Safety Building which can resolve the current technical building system concerns and space constraints.

Product

- Concept Masterplan options at 1"=30' scale which generally describe site circulation, parking, landscape and building layout.
- Concept options at 1"=16' scale which describe functional revisions to the existing Public Safety building including renovation or addition and the related phasing requirements to maintain the building in continuous use.

In addition to the graphics (site plan, building plans and sketches) provide a summary report which describes the anticipated renovation/addition Scope of Work; the phasing of work; and a description of building system improvements. It is expected that the building system improvements would include mechanical, electrical, ADA and other operational or code related issues.

Work Effort

Hours - 184

Task 3.2 - Conceptual Cost Study

Objective

To provide conceptual cost data to evaluate the feasibility and cost/benefit of various long and short range concept options.

Methodology

The cost studies for each of the options will be created by establishing building/program components (based on current experience) and cost per square foot of each programmatic building area; linear foot costs for utilities; paving, parking and other infrastructure; and area/square foot costs for the site development as required. The preparation of estimates or allowances for other project costs including furniture, professional design fees, telephone, data, equipment, surveys, inspection, studies, testing and other fees/permits and miscellaneous project administrative costs.

Products

- Concept level estimate of probable construction costs for each option.
- Concept level estimate of probable project costs for each option.

Work Effort

Hours - 36



Task 3.3 - Final Report and Review with the City of Lodi

Objective

Share the findings of the above tasks, objectives, methodology and products and the cost/benefit conclusions with the City to select a recommended long and short range concept to be implemented.

Methodology

To meet with the Fire and Police Department and City Officials to review the results of the work described above; to assemble the documents and products of service; and to establish an evaluation of the options with a preferred direction, resulting in a recommended approach.

Product

- Meeting with the City Council (one meeting)
- Evaluation of options with recommended option.
- Project schedule and costs for the next phase of work.
- Final Report containing a summary of all tasks in this study.

Work Effort

Hours - 160

EKONA

COMPENSATION

Method of payment for all work performed by EKONA shall be on an hourly basis in accordance with the enclosed hourly rate structure plus 1.1 times the cost of reimbursable project expenses. The following is a breakdown of estimated compensation per task.

Fee Breakdown

Task 1.1	Orientation and Start-up	\$2,200.00
Task 1.2	Needs Assessment	\$9,400.00
Task 2.1	Site/Building Analysis	\$10,900.00
Task 3.1	Conceptual Options	\$ 10,900.00
Task 3.2	Conceptual Cost Study	\$ 3,400.00
Task 3.3	Final Report	\$8,600.00
Subtotal Fee		\$45,400.00
Reimbursable expenses not to exceed 10% of fee		\$4,540.00
Total Not to Exceed Fee and Expense		\$ 49,940.00

Billing Rate Structure

PERSONNEL	RATE PER HOUR
Principal	\$150/hour
Project Manager/Planner	\$100/hour
Associate/Project Architect	\$ 80/hour
Senior Architect/Designer	\$ 70/hour
Intermediate Architect/Designer	\$ 60/hour
Junior Architect/Designer	\$ 50/hour
Administrative	\$ 35/hour

Schedule

The study can be completed within twenty (20) weeks from notice to proceed.

CITY COUNCIL

PHILLIP A. PENNINO, Mayor
JACK A. SIEGLOCK
Mayor Pro Tempore
KEITH LAND
STEPHEN J. MANN
DAVID P. WARNER

CITY OF LODI

CITY HALL, 221 WEST PINE STREET
P.O. BOX 3006
LODI, CALIFORNIA 95241-1910
(209) 333-6706
FAX (209) 333-6710

H. DIXON FLYNN
City Manager
JENNIFER M. PERRIN
City Clerk
RANDALL A. HAYS
City Attorney

December 13, 1996

Mr. Peter M. Hourihan, Vice President
EKONA Architecture + Planning
501 Second Street, Suite 204
San Francisco, CA 94107

SUBJECT: Lodi Public Safety Building Master Plan

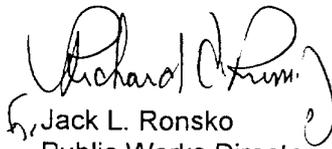
Enclosed is a copy of background information on an item on the City Council agenda of Wednesday, December 18, 1996, at 7 p.m. The meeting will be held in the City Council Chamber, Carnegie Forum, 305 West Pine Street.

This item is on the consent calendar and is usually not discussed unless a Council Member requests discussion. The public is given an opportunity to address items on the consent calendar at the appropriate time.

If you wish to write to the City Council, please address your letter to City Council, City of Lodi, P. O. Box 3006, Lodi, California, 95241-1910. Be sure to allow time for the mail. Or, you may hand-deliver the letter to the City Clerk at 221 West Pine Street.

If you wish to address the Council at the Council meeting, be sure to fill out a speaker's card (available at the Carnegie Forum immediately prior to the start of the meeting) and give it to the City Clerk. If you have any questions about communicating with the Council, please contact Jennifer Perrin, City Clerk, at (209) 333-6702.

If you have any questions about the item itself, please call me at (209) 333-6709.


Jack L. Ronsko
Public Works Director

JLR/lm

Enclosure

cc: City Clerk