



# CITY OF SANTA BARBARA

## COUNCIL AGENDA REPORT

**AGENDA DATE:** September 24, 2013

**TO:** Mayor and Councilmembers

**FROM:** Fleet Management Division, Public Works Department

**SUBJECT:** Contract For Final Design For Fleet Management Facility

### **RECOMMENDATION:**

That Council authorize the Public Works Director to execute a professional services contract with Kruger Benson Zeimer Architects in the amount of \$30,350 for final design (drawings and specifications) for the Fleet Management Restroom and Service Reception Remodel, and approve expenditures up to \$3,035 for extra services by Kruger Benson Zeimer Architects that may result from necessary changes in the scope of work.

### **DISCUSSION:**

In early 2013, the Fleet Management Division requested that Kruger Benson Zeimer Architects (KBZ) submit a proposal for the completion of construction design documents for the conversion of three existing vehicle bays in the Public Works corporate yard into a new Fleet Management Facility.

The Fleet Division needs a new and updated facility in order to better and safely serve its internal customers, accommodate staff needs, and keep up with administrative demands. The Supervisor, Parts Specialist, and the Service Writer all share office space, with the Service Writer working at a desk in the Supervisor's work area. Currently, there are no women's restrooms on-site in Fleet Management and the existing men's restroom is not American with Disabilities Act (ADA) compliant. Additionally, customers must walk through a working service bay in order to reach the Service Writer's Office.

The project will include a customer reception area, parts storage, offices, and ADA compliant restrooms inside the existing structure. The existing bays are currently used for storage, and house fleet maintenance equipment, and are well suited for the conversion to office space.

KBZ was selected because of their experience with several other City projects of this type, and their familiarity with the City's planning process. Further, in December 2012, KBZ produced the conceptual drawings on which the scope of work for this project was based. The \$30,350 proposal cost is commensurate with the project scope, and the authorization of \$3,035, or 10%, for extra services by KBZ is typical for a project of this type.

Under this agreement, KBZ will take conceptual design drawings and produce final design documents (drawings and specifications) and process them through the City's Planning and Buildings & Safety Divisions for approval. The documents will be developed for competitive bidding to a single contractor, and a project schedule will be provided.

The Fleet Management Restroom and Service Reception Remodel project is included in the 2014-2019 Capital Improvement Program. The estimated total cost of the project is \$562,292.

**BUDGET/FINANCIAL INFORMATION:**

The total authorization for this design contract is \$33,385. There are sufficient funds in the Fiscal Year 2014 Fleet Management budget to cover the cost of this contract.

**PREPARED BY:** Gary Horwald, Fleet Manager/mh

**SUBMITTED BY:** Christine F. Andersen, Public Works Director

**APPROVED BY:** City Administrator's Office