



# Administrative Report

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H.12., File #20-0918

Council Action Date: 5/19/2020

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**To:** MAYOR AND CITY COUNCIL  
**From:** TED SEMAAN, PUBLIC WORKS DIRECTOR

## **TITLE**

APPROVE THE SECOND AMENDMENT TO THE AGREEMENT WITH GILLIS + PANICHAPAN ARCHITECTS, INC. (GPA) FOR CITY COUNCIL CHAMBER IMPROVEMENTS CONSULTING SERVICES FOR NO ADDITIONAL COST AND TO EXTEND THE TERM TO DECEMBER 31, 2021

## **EXECUTIVE SUMMARY**

The City Council Chamber Improvements Project, Job No. 20560 (Project), which is currently out to bid, will replace aging carpeting and public fixed seating, and improve the accessibility of the City Council Chamber. The Project will be coordinated with installation of upgrades to the audio-video system and software and hardware systems for the City Channel Broadcast (RBTv), which was approved by the Council on February 5, 2019.

Construction is expected to begin in August 2020 and be completed in Spring 2021, beyond the current expiration date of the Project's architect, Gillis + Panichapan Architects, Inc. (GPA). Staff is recommending this Second Amendment to extend GPA's contract to remain active throughout the Project construction and close out period. There is no proposed change in fee.

## **BACKGROUND**

On June 12, 2018 the City Council awarded a \$86,190 professional services contract to an architectural consulting firm, Gillis + Panichapan Architects, Inc. (GPA) to provide project design and construction support services for the Project and on May 21, 2019, the City Council approved the Project conceptual design, authorized staff to finalize the design and complete bid ready construction documents. The current Agreement with GPA is due to expire on June 30, 2020, unless extended.

In addition to the work to design the architectural improvements, GPA has worked with the City's IT department and their consultant charged with installation of audio-visual upgrades to the Chamber. The design of supporting infrastructure to the audio-visual equipment was beyond the original scope of work. Additional work was also required to satisfy the Building Division as part of plan check review, including design of an additional exit door and associated paved path to existing walkway as required for the Lobby. In addition, the City also requested GPA to provide options to replace existing fabric covering on acoustical wall panels throughout the Chamber and Lobby, and the existing wood finishes to restroom doors and adjacent wood panels, for aesthetic and functional improvements. GPA proposed a change order for additional compensation in the amount not to exceed \$14,800 for these additional services.

On January 21, 2020, the City Council approved the First Amendment to the Agreement with GPA providing additional compensation in the amount of \$14,800 for work due to changes required by project plan check, site conditions, and coordination with the Audio-Visual (AV) consultant. The bid documents are now complete and approved by the Building Division.

On March 31, 2020, the City Council approved the Project Plans and Specifications and authorized competitive bidding. Engineering's construction cost estimate for the Project is \$800,000. Bids are due on May 21, 2020. Project construction is planned to begin in August, 2020, and completed in April, 2021. Staff is recommending approval of the Second Amendment to the contract, extending the expiration date to December, 31, 2021 in order to complete the Project construction and related close-out tasks.

### **COORDINATION**

This Project has been fully coordinated with the Public Works Engineering and Operations Divisions, the City Clerk's office, the City Manager's office and the IT Department. The Second Amendment to the Agreement with GPA has been approved as to form by the City Attorney's Office.

### **FISCAL IMPACT**

There is no fiscal impact in approval of the Second Amendment to the contract.

### **APPROVED BY:**

*Joe Hoefgen, City Manager*

### **ATTACHMENTS**

1. Second Amendment
2. Contract and First Amendment