



**DATE:** April 22, 2025

**TO:** Mayor and City Council

**FROM:** Director of Public Works

**SUBJECT:** Adopt a Resolution Authorizing the City Manager to Execute an Agreement with Eco Office for the Construction of City Hall's Second Floor for Public Works & Utilities Department in an Amount Not-To-Exceed \$300,000

## **RECOMMENDATION**

That City Council adopts a resolution (Attachment II) authorizing the City Manager to execute an agreement with Eco Office, in an amount not-to-exceed \$300,000 for the construction of City Hall's second floor for Public Works & Utilities Department.

## **SUMMARY**

The Public Works & Utilities Department's staff has increased over the years in various divisions. The current floor plan is at capacity, the layout is inefficient and is in need of a reconfiguration to create space for current and anticipated new staff. The proposed workspace, partitioned by cubicles, will increase the workspace from 56 to 71 and the new design will improve overall functionality and efficiency within the workplace.

## **BACKGROUND**

When built in 1997, Hayward City Hall, at 777 B Street, Second Floor, was not entirely occupied by Public Works and Utilities. The department used to be two separate departments, one under Utilities and Environmental Services, which was occupying City Hall's fourth floor and the other under Public Works, with Engineering and Transportation occupying City Hall's second floor. On May 14, 2019, the City of Hayward merged the departments to the Public Works & Utilities Department and moved all its employees to the second floor. Since the merger, the department has grown, and the existing office space is at its maximum capacity.

## **DISCUSSION**

On February 26, 2025, staff issued a Request for Proposals (RFP) for the reconfiguration of Hayward City Hall's second floor. Two site visits were made available for potential vendors

to view the space and ask questions prior to the proposal submission deadline. Six proposals were received. Staff is recommending Eco Office for the construction of the new office space. Eco Office offers reasonable rates for equipment and materials, including different desk sizes, that will benefit staff needing bigger desk space when reviewing planning documents. Their proposal of approximately \$200,000 includes refurbished office furniture and in-house labor to break down the current cubicle system and the building of the new cubicle system. The department intends to reuse all existing partitions and supplement new partitions to complete the work, which will reduce the costs. To minimize the disruption to staff's daily work, the reconfiguration of the second floor will be completed in phases.

### **ECONOMIC IMPACT**

There is no economic impact on this action.

### **FISCAL IMPACT**

Funding for the office reconfiguration will be from the Water Operating Fund, Wastewater Operating Fund, Recycling Operating Fund, and salary savings from vacancies. Additionally, City staff is requesting a 10% contingency.

There are no impacts on the General Fund.

### **STRATEGIC ROADMAP**

This agenda item is a routine operational item and does not relate to Strategic Roadmap.

### **SUSTAINABILITY FEATURES**

This item does not involve any sustainability features.

### **PUBLIC CONTACT**

The RFP was publicly posted on the City's website on February 26, 2025.

### **NEXT STEPS**

If City Council approves this request, staff will finalize a Professional Services Agreement (PSA) with Eco Office for services to be performed.

*Prepared by:*           Trang Nguyen, Management Analyst II

*Recommended by:*    Alex Ameri, Director of Public Works

Approved by:

A handwritten signature in black ink, appearing to read "Dr. Alvarez", written over a horizontal line.

Dr. Ana M. Alvarez, City Manager