



DATE: April 22, 2025

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT Adopt a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Griffin Structures for Assessment and Planning Services for the Corporation Yard Needs Assessment Project in an Amount Not-to-Exceed \$230,000 and Appropriate an Additional \$109,000, from Water Improvement Fund 604 to Project No. 07103

RECOMMENDATION

That City Council adopts a resolution (Attachment II) authorizing the City Manager to execute a professional services agreement (PSA) with Griffin Structures for the needs assessment and master planning services in an amount not-to-exceed \$230,000 and to appropriate an additional \$100,000 for the Corporation Yard Needs Assessment Project, Project No. 07103.

SUMMARY

The City's Corporation Yard, a critical facility supporting multiple departments and divisions including Fleet Services, Utilities Operations and Maintenance, Environmental Services, Landscape Department, Animal Control, Police Department Evidence Room, Water Department, and Street Maintenance, has surpassed its useful life and no longer meets the operational needs of the City. To address this, staff proposes engaging Griffin Structures to conduct a comprehensive needs assessment. The assessment will evaluate current conditions, identify deficiencies, and develop recommendations and a conceptual site design to encompass not only the current staffing needs but also be designed and built to accommodate future growth.

A Request for Proposals (RFP) was issued on December 17, 2024, and five qualified proposals were received on January 28, 2025. After review, staff recommends Griffin Structures based on their expertise in facility assessments, experience with local municipalities, and responsiveness to the RFP.

BACKGROUND

The Corporation Yard, which was initially constructed in the 1960s, primarily houses essential Maintenance Services Department and Public Works Utilities Division functions, including equipment storage, maintenance, and administrative offices. Other departments including Animal Services and the Hayward Police Department also occupy this space. The Corporation Yard with aging infrastructure, inadequate space, and outdated systems is functionally obsolete. This hinders operational efficiency and poses significant safety risks. The needs assessment is the first step in the process of modernizing and replacing the facility to align with current and future needs. The project will provide a roadmap for subsequent phases, including conceptual facility and site design that will accommodate current staffing levels, allow for future growth, and incorporate sustainable design standards, including LEED Silver certification.

DISCUSSION

The needs assessment will include:

- Conducting a thorough assessment of existing site conditions to evaluate those conditions and functional deficiencies.
- Analyzing space requirements for current and future operations and developing a Master Plan and Building Program tailored to the City's operational needs.
- Providing a conceptual design that incorporates sustainable features.
- Preparing a high-level cost analysis and a phased construction plan to ensure uninterrupted operations during implementation.

On December 17, 2024, the City issued an RFP on the City's OpenGov platform for the needs assessment project. On January 28, 2025, five proposals were received from Griffin Structures, Object Projects, GHD, Stantec, and Barthos Architecture with consultant fees ranging from \$168,930 to \$258,188. Griffin Structures demonstrated the strongest qualifications, with a proven track record in similar assessments and project delivery for local municipal facilities.

Staff recommends Council authorize the City Manager to execute a PSA with Griffin Structures in the not-to-exceed amount of \$230,000.

ECONOMIC IMPACT

Modernizing and replacing the Corporation Yard will enhance operational efficiency and improve working conditions for staff. A modern facility can also support local economic activity during construction.

FISCAL IMPACT

This will have no impact on the General Fund. This project is funded by the Water Improvement Fund, Fund 604. The total project cost is as follows:

<u>Project Cost</u>	
Engineering Services – Consultant	\$230,000
Design Contingency (15%)	\$30,0000
<i>Subtotal</i>	<i>\$260,000</i>
Staff Costs (15%)	<u>\$35,000</u>
TOTAL	\$295,000

An additional appropriation is needed to cover the cost of the new project estimate of \$295,000. Fund 604, Water Improvement Fund has enough fund balance to cover this additional expense.

STRATEGIC ROADMAP

This item supports the Strategic Roadmap to Invest in Infrastructure.

Specifically, this item relates to the implementation of the following project:

Invest in City Facilities and Property

Project N16: Provide the CIC with a needs assessment/preliminary feasibility report on a new Corporation Yard

SUSTAINABILITY FEATURES

This new facility will be reviewed by the Building Division for conformance with State and local requirements related to sustainability (i.e., California Building Code, California Energy Code, etc.) which require a certain level of energy efficiency, resource conservation, material recycling, etc. In alignment with City policies, the facility will be all electric (no natural gas infrastructure) and will include sufficient solar to be a zero net energy facility. The facility will also have electric vehicle (EV) charging with at least 20% of the parking spaces with either chargers installed or being EV capable. In addition, the building will be designed and constructed to meet Leadership in Energy and Environmental Design (LEED) standards for a Silver Certification, or better.

PUBLIC CONTACT

While the Corporation Yard Needs Assessment is primarily an internal project, staff will engage all stakeholders, including Public Works and Maintenance Services employees, during the process. Presentations will be made to Council and Council Infrastructure Committee.

NEXT STEPS

The following schedule has been developed for this project:

Council Approval of Consultant Contract	April 22, 2025
Project Initiation and Kick Off	May 2025
Site Analysis	June 2025
Conceptual Design	August 2025
Final Deliverables	November 2025

Prepared by: Sammy Lo, Senior Civil Engineer

Reviewed by: Dave Hung, Acting Deputy Director of Public Works

Recommended by: Alex Ameri, Director of Public Works

Approved by:



Dr Ana M. Alvarez, City Manager