



**DATE:** October 25, 2016  
**TO:** Mayor and City Council  
**FROM:** Director of Public Works

## **SUBJECT**

Amendment to Professional Services Agreement with RossDrulisCusenbery for Police Administration Building Needs Assessment Study

## **RECOMMENDATION**

That Council adopts a resolution authorizing the City Manager to amend the Police Needs Assessment agreement with RossDrulisCusenbery for an increase of \$75,000 to cover additional study costs.

## **BACKGROUND**

The approximately 39,000 square-foot Hayward Police Department administration facility on Winton Avenue was completed in 1975. In 2003, almost 2,000 square feet of additional office space was added to the administration building to accommodate the Youth and Family Services program, as well as the Communications Center. This forty-one year old building and the subsequent expansion no longer meets the space, operational, and security needs of the department. Policing operations are hampered by lack of space and outdated interior planning. Teams that should work closely together are separated with the use of modular buildings outside the main building. Further, there is insufficient parking to accommodate department and staff vehicles. Prudent investment in an adequately sized replacement building in the near future will ensure that the department can efficiently and cost-effectively meet the needs of the community for many years into the future and ensure that the department has the facilities to accommodate the most up to date policing technology and service methodologies.

On December 17, 2013, the City Council authorized the City Manager to negotiate and execute an agreement with RossDrulisCusenbery Architecture (RDC) for Professional Services for the facilities needs assessment study and master planning for the Police Administration Building, along with a similar study for six Fire Stations and the Fire Training Center.

## **DISCUSSION**

On April 26, 2016, the City Council received a report on the Police Administration Building Needs Assessment Progress and provided direction for additional study. The additional scope

has been defined and staff now recommends approval of a resolution authorizing the City Manager to amend the agreement with RDC. The additional scope would provide an evaluation of the existing building’s structural system and options for its renovation and/or expansion as follows:

- 1) Renovation/expansion with the current projected space needs for 2040, including a construction phasing plan and a Police Department temporary accommodation plan;
- 2) Renovation/expansion with consolidation of other remotely located facilities. Same as Item 1 with additional expansion to accommodate functions such as the Animal Shelter, Property and Evidence Warehouse, Fitness Room and/or Long-Gun Range;
- 3) Update the completed study option to demolish and reconstruct the existing building based on any new information; and
- 4) Explore the potential adaptation and reuse of the existing hospital building at the previous Kaiser Hospital Campus.

**FISCAL IMPACT**

The estimated cost to complete the initial study is as follows:

Initial Professional Services Agreement (Police & Fire Needs Assessment Study):	\$200,000
City Staff:	\$20,000
This Amendment (Police):	\$75,000
City Staff:	\$10,000
<b>Total</b>	<b>\$305,000</b>

The City Facilities Needs Assessment Project in the adopted FY17 Capital Improvement Program has sufficient funds for this amendment.

**PUBLIC CONTACT**

Upon completion of the Needs Assessment Study and identification of feasible options, staff will return to Council for further direction. As the project moves forward from that point, staff will conduct appropriate community meetings for comments and input on next steps.

**NEXT STEPS**

After completion of the draft study, staff will report findings to City Council during the spring of 2017.

*Prepared by:* Yaw Owusu, Assistant City Engineer

*Recommended by:* Morad Fakhrai, Director of Public Works

Approved by:

A handwritten signature in black ink, appearing to read 'K. McAdoo', written in a cursive style.

---

Kelly McAdoo, City Manager