



DATE: November 19, 2024

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT: Adopt a Resolution Authorizing the Interim City Manager to Amend the Professional Services Agreement with Dewberry Architects, Inc., by \$338,000 for a Not-to-Exceed Amount of \$868,000; and Appropriate Additional Funds in the Amount of \$338,000 from Capital Projects (Governmental) – Fund 405, for the Hayward Police Department Locker Room and Communications Center Building, Project No. 07420

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to:

1. Amend the Professional Services Agreement (PSA) with Dewberry Architects, Inc., (Dewberry) for the architectural design services for the Hayward Police Department (HPD) Locker Room & Communications Center Building Project No. 07420 by \$338,000 for a not-to-exceed amount of \$868,000.
2. Appropriate additional funds in the amount of \$338,000 from Capital Projects (Governmental) – Fund 405 for the HPD Locker Room & Communications Center Building Project No. 07420.

SUMMARY

On February 22, 2022¹, Council approved the PSA with Dewberry for design services associated with the HPD Locker Room Project in an amount not-to-exceed \$416,000.

On March 19, 2024², Council approved an additional \$114,000 to complete the construction documents for the project.

A new Communication Center for the HPD has been added to the project, modifying the original one-story design to a two-story design including the required addition of an elevator, thus increasing the effort by Dewberry.

Staff is requesting an amendment to the PSA with Dewberry in the amount of \$338,000 for a not-to-exceed amount of \$868,000 in order to complete the construction bid

¹ <https://hayward.legistar.com/LegislationDetail.aspx?ID=5459686&GUID=6D7D5B35-FDA2-41F9-A4AC-2BED8DAC8AB0&Options=&Search=>

² <https://hayward.legistar.com/LegislationDetail.aspx?ID=6576779&GUID=E1F92355-F45C-4249-8C8E-2ABC4E580DD7&Options=&Search=>

documents. Staff is also requesting additional appropriation of \$338,000 from Capital Projects (Fund 405) for the HPD Locker Room & Communications Center Building, Project No. 07420.

BACKGROUND

Because multiple iterations of the footprint of the new HPD Locker Room building were considered and constraints due to ADA requirements, additional work by the design architect, Dewberry was needed to proceed with construction bid documents for the project. On March 19, 2024, Amendment No. 1 to the PSA with Dewberry was approved by Council for an additional amount of \$114,000 for a not-to-exceed amount of \$530,000.

Simultaneously, HPD is in need of expanding and upgrading their Communications Center from the current nine working stations to thirteen working stations. The existing Communications Center is located on the second floor on the south side of the existing PD building. A preliminary assessment concluded that in order to expand and upgrade the area where the current Communications Center is housed, major renovations along the path of travel in the existing building including provision of an additional elevator for ADA accessibility would be required.

It was then considered to pursue a two-story building for both the new locker room and the Communication Center utilizing the same original building footprint. Based on the architectural and engineering analysis, this building design will be more practical. The proposed HPD locker room will be located on the entire ground floor for the male lockers and on a portion of the second floor for the female lockers. Both the male and female locker rooms will be adequate to fit the required lockers as well as to accommodate the number of personnel utilizing the facilities. The showers will have respective handicap accessibility. The proposed Communications Center will be located on the remaining second floor portion and will accommodate thirteen working stations with office, training, and break rooms.

DISCUSSION

The proposed design of the new HPD Locker Room included the following:

Proposed HPD Locker Room & Communications Center Building

- Male Lockers:
 - 1st Floor: 210 Full size lockers; 1 handicap accessible shower & 3 regular showers
- Female Lockers:
 - 2nd Floor: 40 full size lockers; 45 purse/bag lockers; 1 handicap accessible shower & 1 regular shower. The female lockers were moved to the second floor to make room for the addition of the elevator without increasing the overall footprint of the building.

- Communications Center:
 - 2nd Floor: ±2,000 sf space; 13 working stations; office, training & break rooms. The Communications Center was added to the second floor as the current Communications Center is inadequate to accommodate the need to add more work stations.

To allow the project to proceed in meeting the current and anticipated short-term future needs of the Police Department and to remain financially feasible, Public Works staff and the architect have worked together devising an efficient layout plan. The proposed “stand alone” building will be approximately 6 feet west of the existing HPD building. The west doors of the existing HPD building will provide access doors for the new building directly across from the existing building. A canopy connecting the access doors from the old building to the new building shall be provided across the 6-foot separation of the buildings. The addition of an elevator will be required for accessibility to the second-floor female locker room and Communication Center.

The project is categorically exempt from environmental review under Section 15301(c) of the California Environmental Quality Act (CEQA) Guidelines for the operation, repair, maintenance, or minor alteration of existing facilities.

ECONOMIC IMPACT

The goal for the new HPD Locker Room & Communications Center is to create a comfortable, modern, and functional facility for police officers, other employees, and visitors. The design process considered the comfort of a balanced gendered staff and balanced the program and budget to meet the City’s Police Department goals.

FISCAL IMPACT

The adopted FY24 Capital Improvement Program (CIP) includes \$530,000 for the Hayward Police Department Locker Room & Communications Center Building, Project No. 07420. Staff recommends the appropriation of an additional \$338,000 to the HPD Locker Room Building Project from the Capital Projects (Governmental) - Fund 405 to close the funding gap and bring the total design project total to \$868,000. The Fund has sufficient balance to support this appropriation. The estimated construction cost for the project is \$9.7M.

STRATEGIC ROADMAP

This agenda item supports the Strategic Priority of Improve Infrastructure. Specifically, this item relates to the implementation of the following project:

Project 10: Investigate major municipal building upgrade needs.

SUSTAINABILITY FEATURES

This project will create a comfortable, modern and functional work environment for police officers, other employees and visitor that will incorporate energy efficient and sustainable features. The area now occupied by the current Communication Center will provide much needed space for the Police Department to utilize as they see fit.

PUBLIC CONTACT

During the design process, staff and the design consultant engaged with HPD staff for design input. No public outreach has been conducted for this project.

SCHEDULE

The estimated schedule for this project is as follows:

Completion of Design	February 2025
Construction Bidding	April 2025
Construction Beginning	Summer 2025
Construction Completion	Summer 2026

NEXT STEPS

If Council approves the increase in appropriation of funding and the amendment to the PSA with Dewberry Architects, Inc., construction bid documents will be completed and the project will move forward to construction.

Prepared by: Hector M. Leuterio, Assistant Civil Engineer
Kathy Garcia, Deputy Director of Public Works

Recommended by: Alex Ameri, Director of Public Works

Approved by:



Dustin Claussen, Interim City Manager