



**DATE:** February 22, 2022

**TO:** Mayor and City Council

**FROM:** Director of Public Works

**SUBJECT:** Adopt a Resolution Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with Dewberry Architects, Inc., for Design of the Hayward Police Department Locker Room Project, Project No. 07420, in an Amount Not-to-Exceed \$416,000

## **RECOMMENDATION**

That Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute a Professional Services Agreement (PSA) with Dewberry Architects, Inc., (DAI) for the design of the Hayward Police Department (HPD) Locker Room Project in an amount not-to-exceed \$416,000.

## **SUMMARY**

HPD needs a new locker room for separated use by both male and female police officers, other employees, and visitors, as well as to allow for greater social distancing in response to the recent COVID pandemic. The existing facilities, housed inside the HPD building, are inadequate in terms of space and amenities and also in very poor condition. An extension located at the east section of the existing building is the ideal site for construction of the proposed new locker room. Staff is recommending that the Council authorize the City Manager to execute a PSA with DAI to begin design work on this project.

## **BACKGROUND**

The existing Police Department locker room is currently located inside the ground floor of the HPD building. The male locker room has an approximate area of 1,800 square feet of cramped space and is inadequate to fit the required full-size lockers as well as to accommodate the number of personnel utilizing the facilities. The female locker room has an approximate area of 800 square feet and is inadequate to fit the required full-size lockers as well as to accommodate the number of personnel utilizing the facilities. The existing showers are not handicap accessible and there are no available showers for unisex facilities.

## **DISCUSSION**

The purpose of this project is to construct a new locker room at the HPD building, which will add an additional 5,500 square feet to the east section of the existing building. This addition will provide separated male, female, and unisex facilities, including four new handicap accessible showers with 216 lockers (male); two new handicap accessible showers with 96 lockers (female) and two new handicapped accessible showers (unisex). Additionally, the expansion will include the conversion of the existing male shower/locker room into a gym space and the existing female shower/locker room into a resting area. Additionally, this expansion allows for greater social distancing in response to the recent COVID pandemic.

Staff issued a Request for Proposals (RFP) to qualified and experienced architectural firms on December 15, 2021, seeking proposals for the design services in the preparation of plans, specifications, and estimates suitable for receiving construction bids through the public, competitive bid process. On January 18, 2022, four proposals were received from Dewberry Architects, Inc., MWA Architects, Inc., Noll & Tam Architects, and RossDrulisCusenbery Architecture. After a review of the understanding of the project scope, qualifications, approach, and schedule, DAI was unanimously selected by the proposal evaluation team based on their practical design approach and apparent low-cost proposal. The scope of work includes preparing the design from conceptual plans to bid documents, as well as coordinating with City staff for design input. Staff recommends DAI be awarded the contract to provide services for the preparation of design and construction documents for this project.

DAI has met the qualification requirements and submitted a cost proposal of \$416,000 (including \$37,985 for additional services) for the City's consideration.

## **ECONOMIC IMPACT**

The goal for the new HPD Locker Room Project is to create a comfortable, modern, and functional facility for police officers, other employees, and visitors. The space planning design process will consider the opportunities and the constraints of the existing building and the possibility of expansion, the comfort of a balanced gendered staff, the need for greater social distancing in response to the recent COVID pandemic, and the budget to meet HPD's goals.

## **FISCAL IMPACT**

The design of the new HPD locker room project will be funded by the General Fund and possibly American Rescue Plan Act<sup>1</sup> (ARPA) funding, if available.

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<sup>1</sup> COVID-19 economic stimulus bill passed by Congress and signed into law on March 11, 2021.

## **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.

## **PUBLIC CONTACT**

During the design process, staff and the design consultant will engage with HPD staff for design input.

## **SCHEDULE**

The following is the tentative schedule for this project:

Begin Design	March 2022
Complete Design	Fall 2022

## **NEXT STEPS**

If Council approves, the City Manager will execute a PSA with DAI in a not-to-exceed amount of \$416,000.

*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:*



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Kelly McAdoo, City Manager