



DATE: November 2, 2021

TO: Mayor and City Council

FROM: Director of Public Works

SUBJECT Adopt a Resolution Authorizing the City Manager to Appropriate \$200,000 from the Water Improvement Fund 604 for Water Office Improvement Project 07139 and Award a Contract to Custom Garages, Inc., in an Amount Not-to-Exceed \$117,462

## **RECOMMENDATION**

That Council adopts a resolution (Attachment II) authorizing the City Manager to appropriate \$200,000 from the Water Improvement Fund 604 for the Corporation Yard's (Corp Yard) Water Office Improvement Project 07139, and award a contract to Custom Garages, Inc. (Custom Garages) to implement related improvements in an amount not-to-exceed \$117,462.

## **SUMMARY**

The Water Operations Office (Water Office) is located at the City's Corp Yard on Soto Road, and is home to the City's Water Operations staff. The building has experienced no improvements since it was first constructed in the early 1980s. Staff is seeking authorization to appropriate \$200,000 to a new Project 07139, in Water Improvement Fund 604, to support much-needed flooring, storage, and workspace improvements to the building. Staff recommends awarding a contract for completion of these improvements to Custom Garages in an amount no-to-exceed \$117,462. This vendor was identified following a competitive bidding process that occurred in Spring 2021. The remaining approximately \$82,000 included in the appropriation request would be used to support improvements ensuring the building's compliance with Americans with Disabilities Act (ADA) requirements.

## **BACKGROUND**

The Water Office, located at the City's Corporation Yard on Soto Road, is home to the City's Water Operations staff, and the building has experienced no improvements since it was first constructed in the early 1980s.

The flooring, storage, and workspace improvements described in this report were originally intended to take place in 2020; however, due to the COVID-19 pandemic, initiation of the Request for Quotes (RFQ) process was put on hold as Water Operations

staff's priorities shifted to ensuring continued quality water service throughout the pandemic.

In Summer 2021, the Water Office was evaluated for ADA compliance and several areas requiring improvement were identified. Public Works Utilities staff are working with Facilities staff to coordinate these improvements, which are also recommended to be supported by this new project.

## **DISCUSSION**

The workstations, flooring, and storage solutions currently in the Water Office are in need of significant updates. The current configuration of workspaces is a poor use of the limited square footage, and the building lacks built-in shelf and drawer space, resulting in organizational and storage challenges. Many of the desktops and counters within the office are in need of repair or complete replacement due to age. Additionally, the existing tile flooring is stripped due to age and heavy use, causing it to become slippery. The site requires industrial grade flooring, which will ensure resilience under exposure to high foot traffic, water, mud, and dirt.

To address these issues, staff sought quotes to reconfigure the built-in furniture, add storage space, and replace the flooring with industrial grade material via a formal RFQ process in early Spring 2021. Four contractors attended the Mandatory Bidder's Walkthrough in March 2021, but only Custom Garages was capable of meeting the desired criteria that all work be performed in-house by the submitting contractor. As such, Custom Garages was the only vendor to submit a responsible and responsive bid.

Additionally, in Summer 2021, the Water Office was evaluated for areas for improvement to ensure ADA compliance. A list of necessary improvements was identified, including such items as lowering certain counters, widening certain doorways, installing an accessibility ramp, among others. Staff's requested appropriation amount is intended to fund both Customer Garages' contract amount, as well as these necessary ADA improvements that will be separately performed in coordination with Maintenance Services Staff.

The improvements described in this report are recommended to take place separate of the improvements to the Corp Yard that will be funded via the America Rescue Plan Act of 2021 (ARPA) COVID-19 Stimulus Package. In the report delivered to Council on July 13, 2021<sup>1</sup> regarding the Federal Stimulus Package Expenditure Plan, staff proposed dedicating \$200,000 in Year 1 stimulus funding to implement significant renovations to the Corp Yard to support utility infrastructure work. However, the work discussed in this report is recommended to take place immediately and separate of the larger stimulus-funded renovation effort, due to the fact that it is long overdue and critical to providing staff an adequate working environment. The larger stimulus-funded effort will be brought before the Council Infrastructure Committee and, ultimately, Council, at a later date.

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<sup>1</sup> <https://hayward.legistar.com/LegislationDetail.aspx?ID=5028015&GUID=E0215022-6A47-486F-81C4-9BFB2583AE10&Options=&Search=>

## **ECONOMIC IMPACT**

The work recommended to be completed in this report will not have a direct economic impact on the Hayward community.

## **FISCAL IMPACT**

Staff recommends appropriating \$200,000 from the Water Improvement Fund 604 to complete this Water Office improvement work. The fund has sufficient balance to support this effort.

The estimated project costs would be as follows (including contingencies):

ADA Improvements	\$82,000
Custom Garages Contract	\$118,000
Total	\$200,000

With these funds, staff recommend awarding a contract to Custom Garages is amount not - to-exceed \$117,462, which includes a 20% contingency.

## **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

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

Project 17: Identify, assess and upgrade systems, infrastructure, and technology to modern architecture and design

## **SUSTAINABILITY FEATURES**

There are no sustainability features associated with the work recommended to be completed in this report.

## **PUBLIC CONTACT**

A RFQ for the flooring, storage, and workspace improvements described in this report was posted publicly on February 23, 2021, and the submission period ended on March 26, 2021. Four contractors participated in the Mandatory Bidder's Walkthrough on March 5, 2021, and one vendor, Custom Garages, submitted a responsible and responsive bid.

The appropriate bidding requirements and purchasing policies will also be adhered to as staff work with the Maintenance Services Department to separately complete the required ADA improvements and secure contractors, as necessary.

## **NEXT STEPS**

If approved, staff will appropriate \$200,000 from Water Improvement Fund 604 for the new Water Office Improvement Project 07139 and will award a contract to Custom Garages in an amount not-to-exceed \$117,462.

*Prepared by:* Kait Byrne, Management Analyst

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

*Approved by:*

A handwritten signature in black ink, appearing to read 'K. McAdoo', is written over a horizontal line.

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Kelly McAdoo, City Manager