



# CITY OF HAYWARD

Hayward City Hall  
777 B Street  
Hayward, CA 94541  
www.Hayward-CA.gov

## Cover Memo

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**File #:** CONS 23-326, **Version:** 1

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**DATE:** June 6, 2023

**TO:** Mayor and City Council

**FROM:** Director of Maintenance Services

### **SUBJECT**

Adopt a Resolution Authorizing the City Manager to Execute Amendment No. 1 Increasing the Contract Amount for Newton Construction & Management for the Tenant Improvements and Workspace Reconfiguration for Fire Administration by \$36,850, for a Total Not-to Exceed Contract Amount of \$348,612

### **RECOMMENDATION**

That Council adopts a resolution (Attachment II) authorizing the City Manager to execute Amendment No. 1 increasing the contract amount for Newton Construction & Management for the tenant improvements and workspace reconfiguration for Fire Administration by \$36,850 for a total not-to-exceed contract amount of \$348,612.

### **SUMMARY**

As part of the Facilities Capital Improvement Program (CIP), a workspace remodel and reconfiguration project within a City department's workspace is completed each fiscal year aimed at updating aging infrastructure to better support collaborative work spaces that meet the individual operational needs of each department. Over the past twenty years, staff have worked diligently within the Fire Administration office, as well as Fire Station 1, to create appropriate workspaces that allow for and support both collaboration and confidentiality when necessary. Unfortunately, when built in 1997, the Fire Administration offices in City Hall were not designed in a manner to support the operational needs of the Hayward Fire Department. Using a combination of both architectural and aesthetic improvements, the reconfiguration of space within the Fire Administration office will improve the overall functionality and efficiency within the workplace. The proposed office space, partitioned by glass walls, can ensure conversations are kept private, which is a necessity when dealing with confidential personnel concerns and/or HIPAA related items. The new design will include areas that encourage a collaborative work environment coupled with dedicated office space for confidentiality and privacy when needed.

### **ATTACHMENTS**

Attachment I	Staff Report
Attachment II	Resolution

