



# CITY OF HAYWARD

Hayward City Hall  
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[www.Hayward-CA.gov](http://www.Hayward-CA.gov)

## Cover Memo

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**DATE:** March 8, 2016

**TO:** Mayor and City Council

**FROM:** Director of Public Works

### **SUBJECT**

Police Administration Building Needs Assessment Progress and Amendment to Agreement with RossDrulisCusenberry for Additional Needs Assessment Work

### **RECOMMENDATION**

That Council reviews and comments on this report and staff's presentation, and authorizes the City Manager to amend the agreement with RossDrulisCusenberry 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 Policing operations are hampered by lack of space and outdated interior planning.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 at this point in time will ensure that the department can efficiently and cost-effectively meet the needs of the community for many years into the future.

With that in mind, on December 17, 2013, City Council authorized the City Manager to negotiate and execute an agreement with RossDrulisCusenberry 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**

This study was geared toward determining the needed building space and service needs to serve the Hayward community over the next twenty-five years or more. At that time, three possible locations for siting the new Police Administration building were considered. These were: (Site A) the current building

site on West Winton Avenue, (Site B) a City-owned lot between City Hall and the Hayward BART Station, and (Site C) an existing structure that could be modified to satisfy police space and service needs. The former Mervyn's headquarters site on Foothill Boulevard was selected as the existing structure to be considered (see Attachment I).

While preparing this study, RDC worked closely with the Hayward Police Department (HPD) command staff to verify their department's requirements for workload, staffing, space, functionality and security. From this, RDC developed a unique understanding of the HPD's facility and operational needs. The 2014 study indicates that the current building is undersized by approximately 27,000 SF for its current program requirements and undersized by approximately 53,000 SF for the projected 2040 program requirements. The staff presentation at the meeting will review in more detail how the space requirements were determined.

Based on the projected 2040 building size, RDC developed a schematic design for a viable police administration building on each of the three possible building sites that were identified early in this process, then estimated the costs to construct each of these facilities. The rough order of magnitude (ROM) estimates of costs were as follows:

Site	ROM Project Cost
A	\$94 million
B	\$106 million
C	\$112 million

After evaluating the pros and cons of the schematic designs for each of these sites, the existing Police Administration Building site on West Winton Avenue was determined to be the most desirable location for a new facility at this preliminary stage. The existing site is an appropriate size, is near I-880, SR 92, and Alameda County's court facilities, has room for expansion, and has reasonable setback distances from West Winton Avenue and Santa Clara Street. While Site A appears to be the best alternative studied, the 2014 study focused on replacing, not renovating or expanding, the existing building at its current location. RDC and staff believe that there may be additional opportunities to utilize the existing building or adjacent park lands to reduce costs and mitigate the less efficient aspects of the proposed design.

Since this preliminary effort, some elements have changed affecting these choices: (1) Alameda Criminal Court functions may be moving from the area; and (2) Council and others have expressed a desire to seriously consider locating the Police facility in South Hayward; and (3) the Mervyn's site is no longer an option. Staff is recommending an amendment to the RDC professional services agreement for a supplemental study of Site A to evaluate the existing building's structural system, and four options for renovation and/or expansion (see Attachment II). These are:

- 1) On Site Renovation/Expansion with the Current Program: including a conceptual construction phasing plan and a temporary accommodation plan.
- 2) On Site Renovation/Expansion with Consolidation of Other Remotely Located Facilities: renovating and expanding the existing building while studying the potential to relocate other remotely located functions in an expanded facility, including a conceptual construction phasing plan and temporary accommodation

plan. These other remotely located functions include the Animal Shelter, Property and Evidence Warehouse, Fitness Room area, and Long-gun Range.

- 3) New Police Building on Park Property across Santa Clara Street: constructing a new Police Building on the adjacent HARD park property after a "land swap" with HARD. No phasing would be required for this option (i.e. build a new building, then move PD, then demolish old).
- 4) Demolish and Replace Existing Building On Site: updating the previously authorized study with any new info that emerges from the three options above.

During this additional phase of the study, there will be some preliminary investigation of the possibility of sites in South Hayward. Staff will also determine if and when the Alameda County Criminal Courts may be moving, and the impact this may have on location of the Police facility, as well as what economic development opportunities this may open up along Winton Avenue.

## **FISCAL IMPACT**

Council approved a professional services agreement (PSA) with RDC for the Police & Fire Needs Assessment Study for a not-to-exceed amount of \$200,000 and another \$20,000 for City staff oversight. The estimated additional cost to complete the PSA for the Police Administration Building Study is as follows:

RDC PSA Amendment	\$75,000
City Staff	\$10,000
<b>Total</b>	<b>\$85,000</b>

The overall cost of the Police/Fire study with this amendment is now \$305,000 (\$220,000 plus \$85,000).

## **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 fall of 2016.

*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 'Fran David', is positioned above the name.

Fran David, City Manager

Attachments:

Attachment I  
Attachment II

Site A, B, C Map  
Site A Alternative Maps