



CITY OF HAYWARD

Hayward City Hall
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Cover Memo

File #: CONS 22-102, **Version:** 1

DATE: February 22, 2022

TO: Mayor and City Council

FROM: Director of Maintenance Services

SUBJECT

Adopt a Resolution Authorizing the City Manager to Negotiate and Execute an Agreement with Newton Construction & Management for the Tenant Improvements and Workspace Reconfiguration for Fire Administration in an Amount Not-to-Exceed \$311,762 and Making Associated Findings Authorizing Procurement of the Work through a Cooperatively Purchased Contract

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute an agreement with Newton Construction, in an amount not-to-exceed \$311,762, and making associated findings authorizing procurement of the work through a cooperatively purchased contract.

SUMMARY

As part of the Facilities Capital Improvement Program (CIP), a workspace 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 has 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 private health-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
Attachment II	Project Contract

