



Staff Report

TO: City Council
FROM: Elizabeth Gibbs, City Manager
DATE: November 15, 2022
SUBJECT: Discussion on Retaining the Services of an Owner's Representative/Program Manager Services Firm for the New Police Station Capital Improvement Project (CIP PS-07)

Description Discuss the possibility of retaining a firm to provide an owner's representative/program manager service for the future police station capital improvement project.

Background and Analysis:

On February 1, 2022, Council was provided an update on the progress of the feasibility study for a new police station. At that meeting, the consultant had completed three of the six tasks included in their scope of work, including: data collection, space needs assessment by population growth, and facility tours. From there, the consultant moved onto the last three tasks, including: floor plan development and building elevations, construction cost estimates, and finally, a final report to City Council, which were all presented on September 20, 2022. The cost estimate at that time was \$62,000,000 for a \$52,000 square foot building with an outbuilding and parking lot.

At the September meeting, Council directed staff to hold a workshop at a future date to further discuss the details of the design and cost of the proposed conceptual plan.

Since that meeting, multiple other capital improvement projects have been added to the City's adopted Capital Improvement Plan (CIP). However, the future police station is the largest of the projects included in the program. With that in mind, staff reached out to other local government agencies that are currently building either a new police station, a new civic center, or both and have found that other agencies have retained services of an owner's representative/program manager services firm with extensive experience in planning, design, financing, permitting, and construction. Additionally, staff noted that the firms were retained very early in the capital project to ensure that those cities had a qualified consultant onboard that could provide the necessary services needed to assist the City in managing the project from beginning to end.

After internal discussions amongst staff and agreement that there exists within the organization, a lack of manpower to successfully complete such a large scale project, a scope of work was drafted and attached tonight for review and discussion by City Council.

The proposed scope of services includes such items as:

- Project delivery and organization strategy, development, and implementation.
- Identification and evaluation of Project delivery strategies
- Environmental strategy development, implementation, and monitoring through all Project phases.
- Review and provide recommendations for funding options for each building.
- Design reviews and various analysis, assessments, evaluations, and other such input as requested by City.
- Project Management for planning, design, and construction phases.
- Preparation/review of requests for qualifications (RFQs) and requests for proposals (RFPs) related to the Projects (e.g., design consultant(s), construction manager(s), developer(s)).
- Evaluation and selection of design and construction teams including participation in interviews and bidders conference(s).
- Review of all contract documents related to the Projects.
- Analyze Project plans and specifications for possible errors, deficiencies, or potential problems and recommend sound engineering corrections/solutions to the City.
- Identify design/construction alternatives that may be employed to reduce Project duration and costs and minimize conflicts between the proposed improvements and existing site improvements and utilities.
- Coordination and management of other consultants associated with Projects under contract to the City. Technical and management staff support.
- Coordination with regulatory agencies.
- Other services as needed for Projects.

Should Council approve an owner's representative/program manager services, staff would expeditiously advertise a request for proposal in accordance with the Beaumont Municipal Code and bring a recommended contract award back to City Council in January/February 2023.

Fiscal Impact:

There is no fiscal impact with discussing the concept presented. However, the CIP PS-07 has a remaining balance of \$2,000,000 in which to apply to any future contract award. Should the balance be less than needed to award the contract, staff would recommend alternate funding sources at the time of contract award.

Recommended Action:

Discuss, review the draft scope of services, and direct staff to issue a request for proposal to retain the services of an owner's representative/program manager services firm for the new police station capital improvement project (CIP PS-07).

Attachments:

- A. Scope of Services