



CITY COUNCIL STAFF REPORT

MEETING DATE: November 13, 2023

ITEM TITLE: Adopt a Resolution Accepting the 2022 2nd Floor Library Tenant Improvement Project C2202 and Authorizing the Building Official to Issue and Record a Notice of Completion.

RECOMMENDATION:

Staff recommends that the City Council adopt a Resolution accepting the 2nd Floor Library Tenant Improvement Project C2202 ("Project") and authorizing the Building Official to issue and record a Notice of Completion.

FISCAL IMPLICATIONS:

There is no fiscal impact and no additional appropriation is needed at this time.

The Project is funded by C2202, which has a budget of \$1,350,000 for fiscal year 2022-23. The City Council awarded the Project to Rodan Builders, Inc. in the amount of \$667,000.

The total cost to complete the Project is \$965,191.45 and there is sufficient budget to close-out the Project. Any unspent funds will be returned to the General Capital Fund 25 Unassigned Fund Balance.

BACKGROUND:

With an increase in development and capital projects, there is additional demand for personnel and consulting services. San Carlos City Hall located at 600 Elm Street has limited space and/or capacity for growth and it was necessary to expand into the 2nd floor library space formerly occupied by the Chamber of Commerce. The space required a floor plan layout change, new offices, work cubicles, electrical, plumbing, and mechanical equipment.

Staff retained Viotti Architects to provide architectural plan services and prepare construction drawings for the Project. To ensure the Project served the City's needs to provide quality expanded office space, staff met with Viotti Architects to provide input prior to the preparation of the construction documents. On June 27, 2022, the Council adopted a Resolution approving the construction documents for the Project.

At the August 22, 2022 City Council meeting, the Council authorized the City Manager to execute a public projects agreement for the Project with Rodan Builders, who was selected after a competitive bid process and total bid proposal of \$667,000.

ANALYSIS:

The Project began on October 13, 2022 and was completed on July 17, 2023, in accordance with the approved plans and Project specifications. At 2,666 square feet, the space is currently occupied by Community Development and Public Works personnel.

Therefore, staff recommends accepting the 2022 2nd Floor Library Tenant Improvement Project C2202 and authorizing the Building Official to issue and record a notice of completion.

ALTERNATIVES:

The alternatives available to the City Council include:

1. Adopt a Resolution Accepting the 2022 2nd Floor Library Tenant Improvement Project C2202 and Authorizing the Building Official to Issue and Record a Notice of Completion; or
2. Do not adopt the proposed Resolution; or
3. Provide staff with alternative direction.

Respectfully submitted by:

Chris Valley, Building Official

Al Savay, Community Development Director

Approved for submission by:

A handwritten signature in black ink, appearing to read 'J. Maltbie', is written above a horizontal line.

Jeff Maltbie, City Manager

ATTACHMENT(S):

1. Resolution