

## AGENDA REPORT



Meeting Date: December 26, 2018  
Agenda Item # 1  
City Manager Approval:

**TO: Honorable Mayor and Members of the City Council**

**FROM: Sandy Ryan, Finance Director**

**SUBJECT: Award of Fire Department Construction Project Architect Services**

### **RECOMMENDED COUNCIL ACTION:**

If council approves a supplemental appropriation (operating transfer) from the general fund balance to the CDBG Grant Fund for expenditure from account #70-70-520-100, of \$14,200, staff recommends the award of the New Fire Station Architect Services to Semingson Architecture & Engineering, Inc.

### **SUMMARY:**

On November 20<sup>th</sup>, 2018, Council directed City staff to pursue a CDBG application for a new fire station. The application requires 30% plans & specifications, a cost estimate, and a construction timeline be included with the City's application submittal. The cost for these architectural services is not covered by the grant. The City must pay for these services in order to apply for CDBG funds.

### **PREVIOUS COUNCIL ACTION:**

Council conducted a public hearing on December 18, 2018 and then tied with a 2/2 vote resulting in a request for a Special Meeting at a later date when Mayor Gary Jones returns.

### **DISCUSSION:**

Staff, along with the City's contract grant consultant, Lorie Adams, advertised for architectural services for the portions of the design required to be included in the grant application. Six proposals were received and scored, according to the RFQ. Three proposals were disqualified for not submitting the sealed cost in a timely manner. From the three remaining proposals, Semingson Architecture & Engineering was selected as the top qualified proposal. The cost proposal provided by Semingson for the CDBG application will be billed hourly, not to exceed \$14,200.

### **CITY FISCAL IMPACT:**

For the City to submit a CDBG application, it will cost the general fund, up to \$14,200 for the architectural services needed to include 30% plans & specifications, a cost estimate, and construction timeline in the application.

**ATTACHMENTS:**

- A. RFQ Evaluation Summary, Semingson cost proposal and RFQ response
- B. GRA\_Red Bluff Fire Station\_Reduced File Size
- C. LPAS\_CDBG Public Facilities Project\_City of Red Bluff Fire Dept\_RFQ Submittal
- D. CHD\_RED BLUFF FD\_proposal
- E. ORW\_City of Red Bluff Fire Station RFQ-Final