



DEPARTMENT OF
GENERAL SERVICES

CITY OF SACRAMENTO
CALIFORNIA

927 10TH Street, 2ND Floor
Sacramento, CA 95814

FACILITY AND REAL PROPERTY
MANAGEMENT DIVISION

Phone: 916-808-8300
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November 24, 2004

City Council
Sacramento, California

Honorable Members in Session:

**SUBJECT: CITY HALL EXPANSION PROJECT (PN: BB81)
PROJECT PROGRESS UPDATE AND APPROVAL OF TENANT MOVE
PRINCIPLES AND SCHEDULE AND BUILDING OPERATION PRINCIPLES**

LOCATION AND COUNCIL DISTRICT: 915 I Street - Council District 1. (See location map – Attachment A).

RECOMMENDATION:

This report recommends that the City Council adopt the attached resolution approving the tenant move principles and schedule and the building operation principles.

CONTACT PERSONS: Bob Williamson, Supervising Architect, 808-8430
E.C. Looi, Senior Engineer, 808-5533

FOR COUNCIL MEETING OF: December 14, 2004

SUMMARY:

The purpose of this council report is to:

- Provide update on the construction progress,
- Request approval of tenant move principles and schedule, and
- Request approval of building operation principles.

COMMITTEE/COMMISSION ACTION: None.

BACKGROUND:

This report is part of staff's progress updates on the City Hall project. The previous progress update was presented on August 10, 2004. In addition, this report also requests Council approval of the Tenant Move Schedule (and the associated Move Principles) and the proposed

Building Operation Principles. Approval of the Move Schedules is important to the project as construction is anticipated to be complete on April 29, 2005, with phased tenant move-in's starting in May, 2005 and full tenant occupancy complete by end of Summer 2005.

The proposed set of Building Operation Principles will provide the necessary policy guidelines for the City Hall Building Operations Team to complete the Building Operations Handbook. The Building Operations Handbook is intended to provide employees with quick answers to questions and serves as a reference guide about building operations, amenities and procedures to keep the City Hall accessible, clean, safe and secure.

Construction Progress

Construction is approximately 80% complete. Construction is currently progressing on schedule to meet the planned construction completion date of April 29, 2005. Tenant occupancy is planned for the summer of 2005.

Significant construction progress has been achieved since the last report.

New City Hall Building

Construction has transitioned from "Rough-Ins" into "Finishes" Phase. Interior partition wall installation is substantially complete at all floor levels except the 1st floor which is near completion. Walls are painted and acoustical ceiling grids installed at 4th floor and 3rd floor, with the 5th floor and 2nd floor scheduled for completion next.

Current work in progress includes: drywall completion at 1st floor; stonework at 1st floor main lobby; new council chamber rough-in work; painting and ceiling grid completion at various floors; fire protection / mechanical / plumbing / electrical base work and fixtures; millwork; ceramic tile at bathrooms, etc. Life safety testing activities to commence shortly.

Historic City Hall Building

Construction has transitioned from "Rough-Ins" into "Finishes" Phase. Walls are painted, acoustical ceiling grids, millwork, and carpets installed at various floor levels, including the newly remodeled hearing room (old council chamber). Continued with: painting for remaining areas, stonework installation, ceramic tile at bathrooms, fire protection / mechanical / plumbing / electrical systems completion. Life safety testing activities to commence shortly.

Site Improvements

Plaza concrete work, new sidewalks, curbs and gutters are substantially complete, with landscape irrigation work to commence shortly. Plantings for new landscape areas are currently scheduled after the winter months.

As part of the site improvement construction, new landscaping and new street lighting will be installed at 9th, H and 10th Streets. The existing trees are being monitored by an arborist and protected during construction.

Construction Progress Power Point Slides are attached at the end of this report. They depict construction progress since August 2004.

Tenant Improvement Furnishings (T.I.)

The T.I. Project Team has met with all City tenants and finalized layout of workstations and private offices. Based on these final floor plans, City's systems furniture vendor UCF has released orders of systems furniture for the various floors of the new City Hall Administration Building. A mock-up will be installed in December at the Interim City Hall so tenants could physically interact with the example of the new open office workstation. Staff will be presenting a council report on fixed / free standing furniture in January 2005. This upcoming report will also include council approval of contract for relocation of City Treasurer Office existing furniture, which will be moved from 926 J Street leased space to the Historic City Hall Building.

Tenant Move-In Schedule & Move Principles

This report requests council approval of the Tenant Move Schedules (and the associated Move Principles. See Exhibit A. The Move Schedule has been developed based on input and close coordinations from the various floor tenants, City IT, City's systems furniture vendor (UCF), and the construction contractor (Hensel Phelps). This schedule has also been presented to the City Manager's Office and the Cabinet. Approval of the Move Schedules is important to the project as construction is anticipated to be complete on April 29, 2005, with phased tenant move-in's starting in May, 2005 and full tenant occupancies complete by end of Summer 2005 (around end of August 2005).

A Move Team has been formed with a Move Coordinator / P.O.C. (Point of Contact) person designated from each floor tenant. All issues generated from that particular floor tenant department during the moves will be channeled thru the move coordinator.

An RFQ (Request for Qualifications) for Move Consultant has been issued. A consultant will be recommended based on the RFQ process with the resulting agreement presented to the City Council for approval. The Move Consultant will facilitate the overall move process to minimize disruptions to ongoing operations.

Building Operation Principles

This report requests council approval of the proposed Building Operation Principles. See Exhibit B. The proposed set of Building Operation Principles will provide the necessary policy guidelines for the City Hall Building Operations Team to complete the Building Operations Handbook. The Building Operations Handbook is intended to provide employees and visitors with quick answers to questions and serves as a reference guide about building operations, amenities and procedures intended to keep the City Hall accessible, clean, safe and secure. Ideas and review comments have been received from the various tenants, resulted in several drafts that were shared with the tenant team. Upon approval of the Operation principles, staff will finalize the Building Handbook draft.

Art in Public Places

On November 9, 2004, the council approved the artist proposals and agreements. SMAC (Sacramento Metropolitan Arts Commission) staff is managing the APP process and artwork schedule to ensure the artwork will be completed within the approved artwork budget.

Current status of Taylor Supplementary Agreements – See table below:

Agreement	Description of Work	Amount	Extra Days
Original + Supplements 1, 3-9, 14-17, 25, 26, 29, 32-34, 38-43, 45-60, 62- 67, 69, 71, 72, 74, 75 77-79, 81, 83-85, 88-94 96-97, 99-100	Approved total work for New City Hall Building	\$53,843,592	74
Original + Supplements 2, 10-13, 18-24, 27, 28, 30, 31, 35-37, 44, 61, 68, 70, 73, 76 80, 82, 86, 87, 95, 98	Approved total work for Historical City Hall Building	\$10,868,056	0
Total		\$64,711,648	74

FINANCIAL CONSIDERATIONS:

The Project is currently and planned to be completed within budget. There are no additional financial considerations associated with this report. The current budget status as of November 3 of the City Hall Capital Improvement Projects is provided below:

Project Name	Budget	Obligated as of November 3, 2004	Budget Remaining
Civic Center Administration (PN: BB81)	\$59,549,125	\$57,927,795	\$1,621,330
Civic Center Administration APP (PN: BB82)	900,000	213,713	686,287
Civic Center – City Equipment (IT) (PN: BB83)	1,500,000	1285340	214,660
Civic Center – Project and Delay (PN: BB84)	2,600,000	1,635,859	964,141
Refurbish Neo-class City Hall (PN: CE86)	11,010,875	10,790,481	220,394
Historic City Hall – City Equipment (IT) (PN: CE87)	400,000	16,838	383,162
City Hall Interim Offices (PN: CF31)	3,197,699	3,145,265	52,434
PW Directors Office Relocate (PN: CF32)	70,966	70,966	0
Public Works Real Estate Relocation (PN: CF33)	31,335	31,335	0
Information Technology Department Remodel (PN: CF34)	600,000	354,163	245,837
Youth Hostel Relocation (PN: CF46)	4,500,000	4,440,579	59,421
Tenant Improvements (PN: BB85)	3,100,000	1,889,054	1,210,946
Total	\$87,460,000	\$81,801,388	\$5,658,612

Cost Exposure / Risk

The City re-org resulted in some tenant change requests that resulted in cost impacts. These change requests were reviewed and approved on a case-by-case basis, and charged against the Project Contingency. All of these change requests were within the City Manager's authority for approval. The unobligated contingency fund was sufficient to cover these tenant change requests, which are necessary for the tenants to function efficiently and thereby lowering the life cycle costs. The Project Management Team and the tenants have agreed that no more changes will be considered prior to move-in unless unique circumstances and justifications are approved by City Manager's Office.

ENVIRONMENTAL CONSIDERATIONS:

The Environmental Impact Report for the City Hall Project is complete. The Notice of Determination was filed with the County of Sacramento on September 21, 2001.

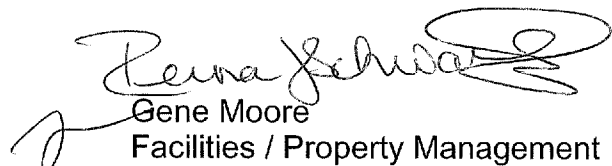
POLICY CONSIDERATIONS:

The action requested herein is consistent with Sacramento City Code, Title 3 and with the City of Sacramento's Strategic Plan goal of promoting and supporting economic vitality.

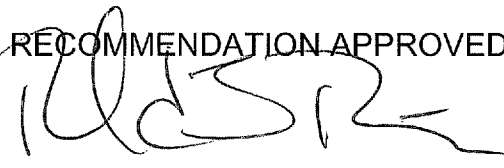
ESBD CONSIDERATIONS:

Construction services were procured in accordance with established City ESBD procedures. Plans and specifications for all subcontracts were sent to ESBE firms. Projected ESBE participation is 23%. Staff actively recruited available ESBE firms to participate in the bid process. The project was also announced on the Project Information Line and on the City's Internet site at www.cityofsacramento.org/bids. David S. Taylor Interests, Inc. is committed to meeting the City's ESBE goals through the project execution.

Respectfully submitted,


Gene Moore
Facilities / Property Management
Division Manager

RECOMMENDATION APPROVED:


ROBERT P. THOMAS
City Manager

Approved:

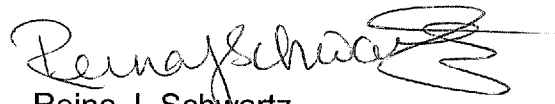
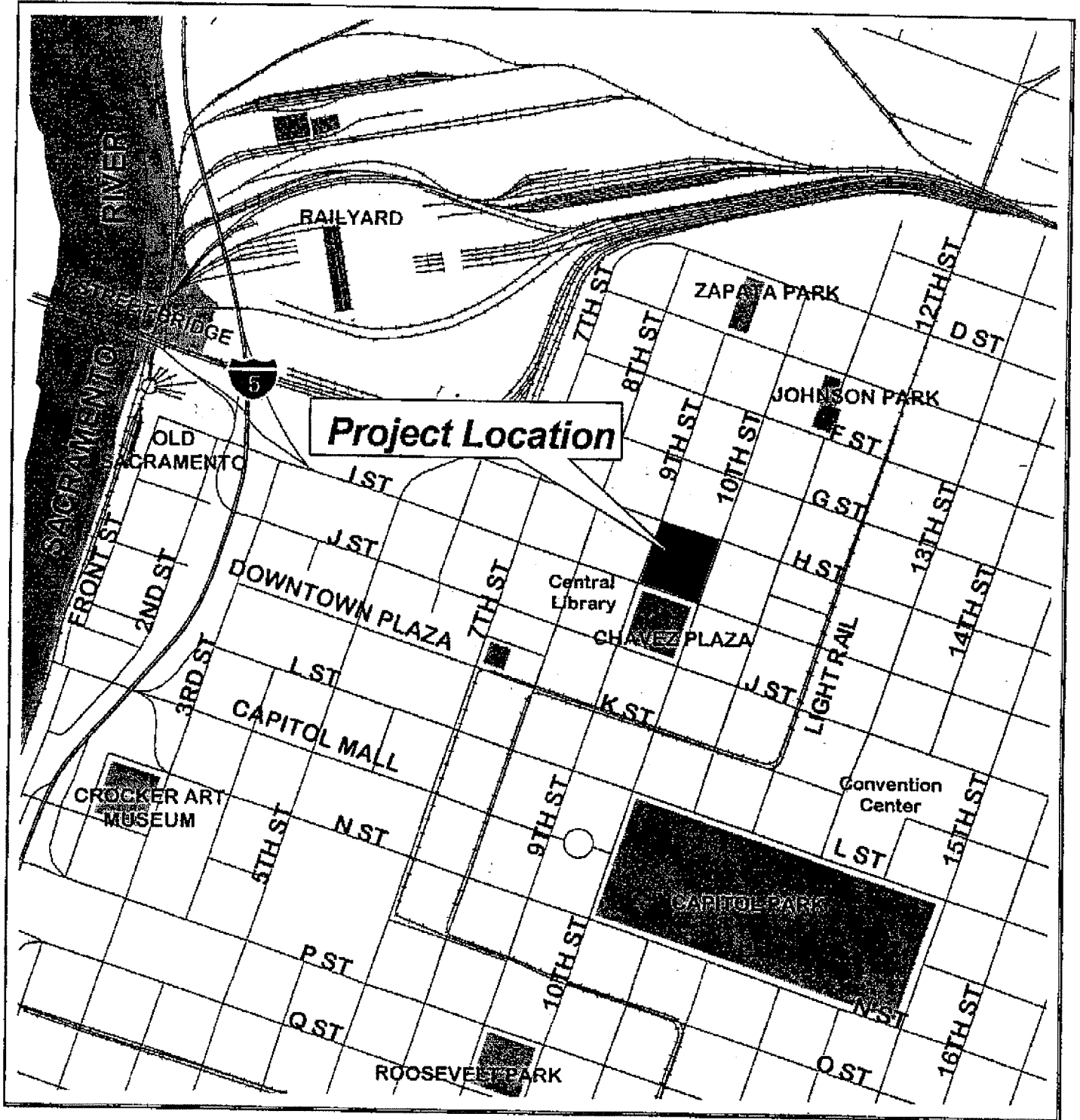

Reina J. Schwartz
Director, Department of General Services

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Location Map for

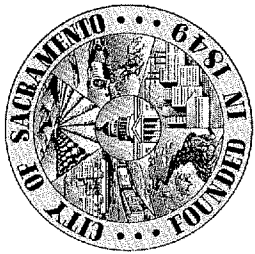
CITY HALL EXPANSION PROJECT (PN:BB81)



Map Contact: S. Tobin
Map Date: April, 2004

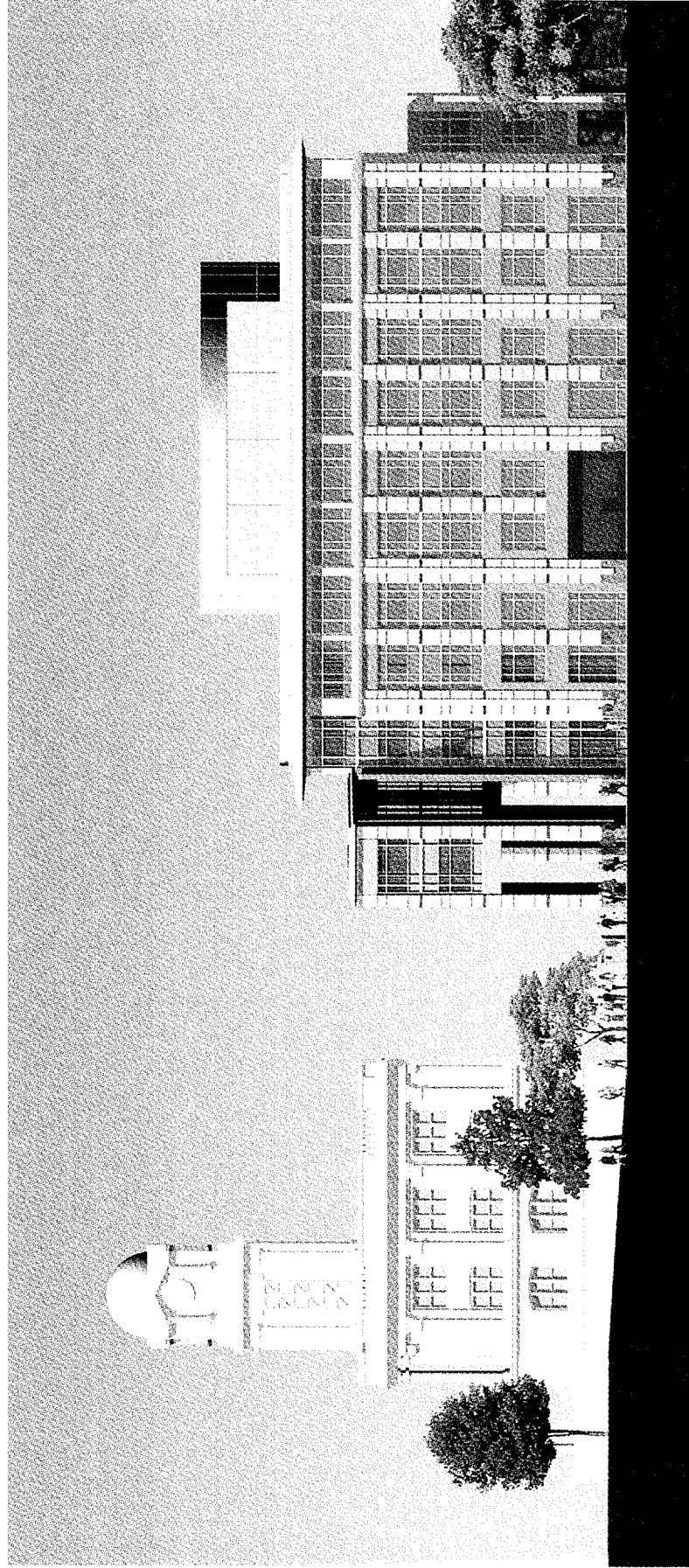
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City Hall Project

Progress Update December 14, 2004

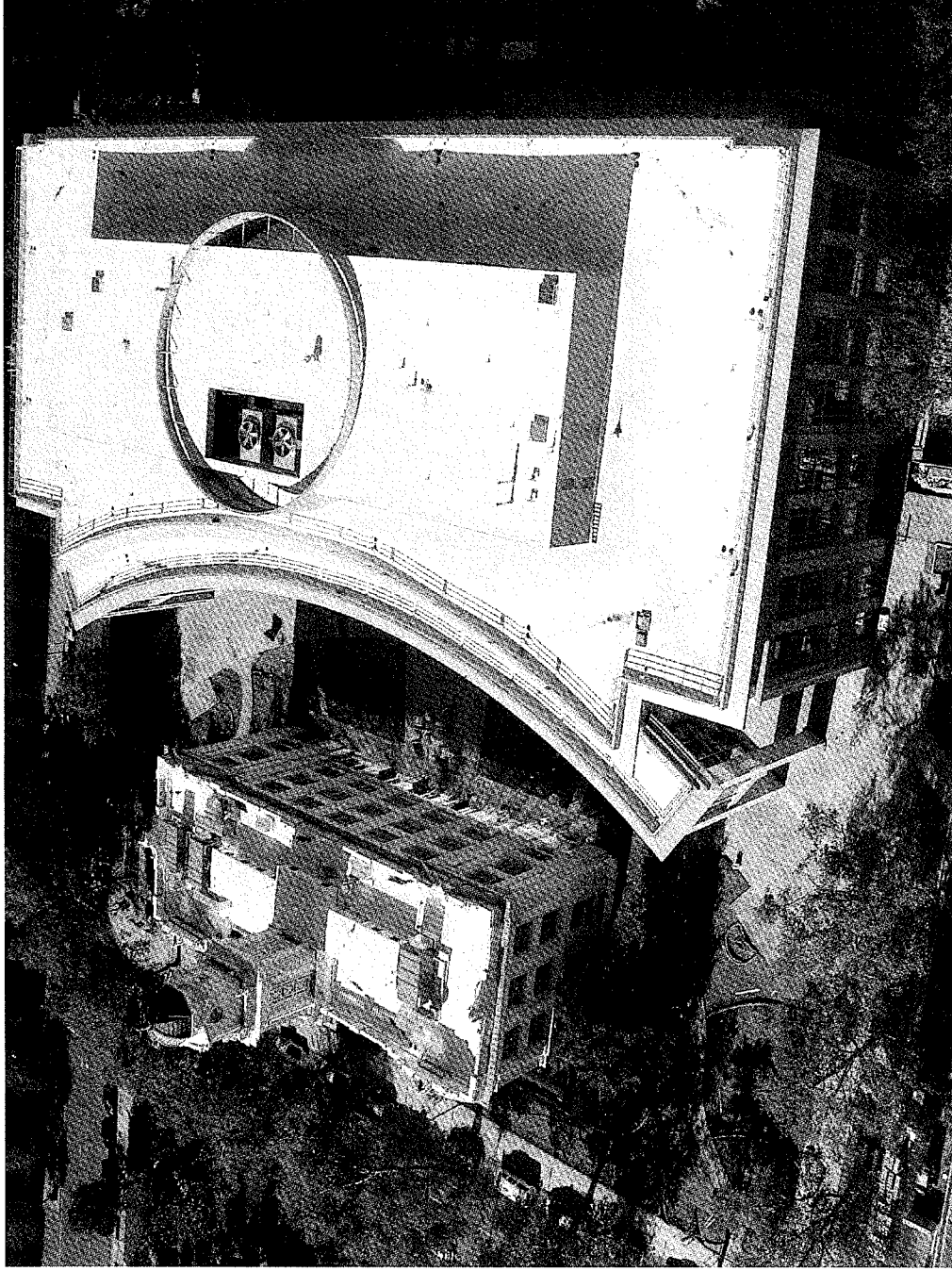


Progress: May 6, 2003



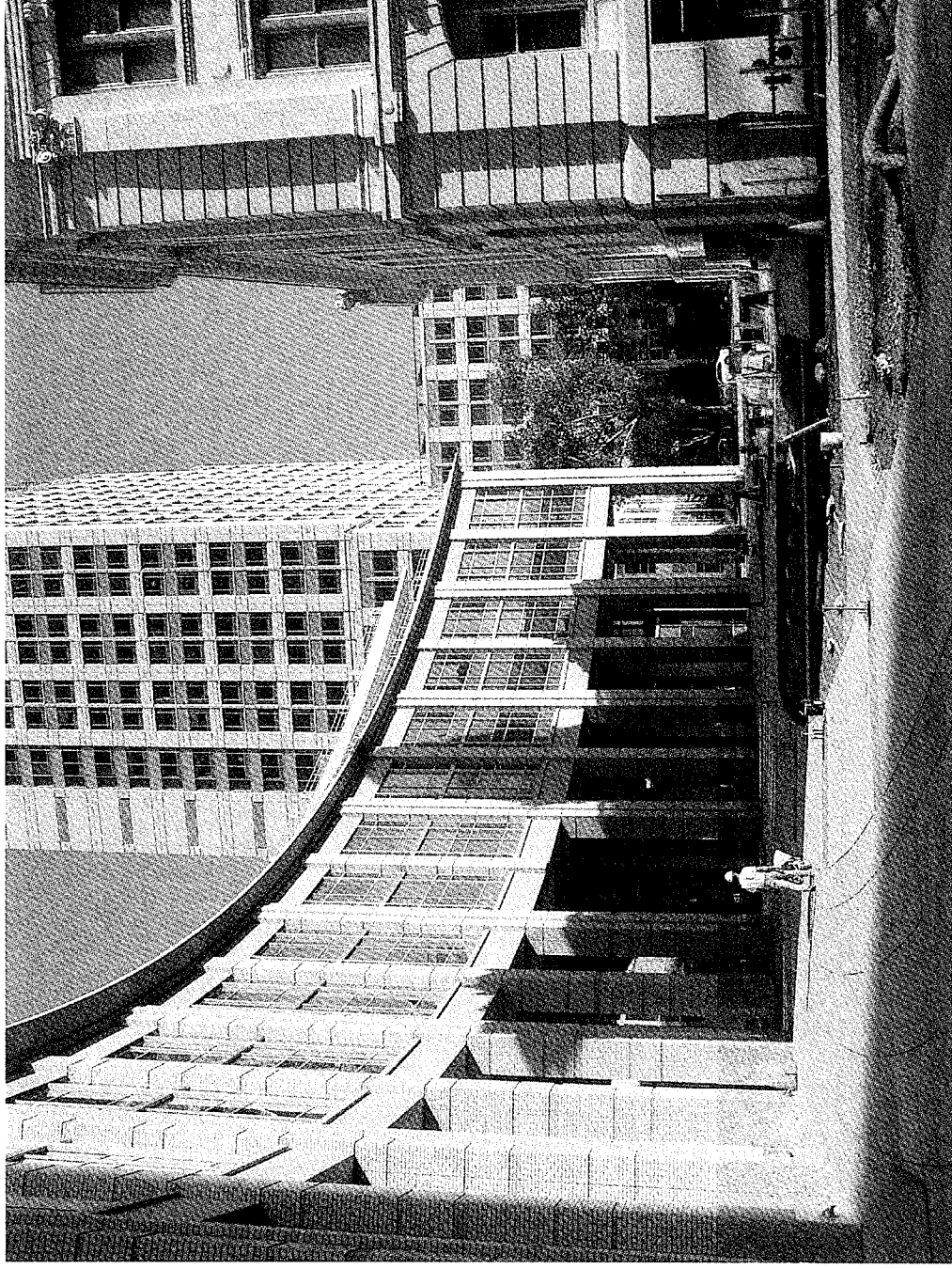
Progress: November 12 , 2004

Sacramento
City Hall Project

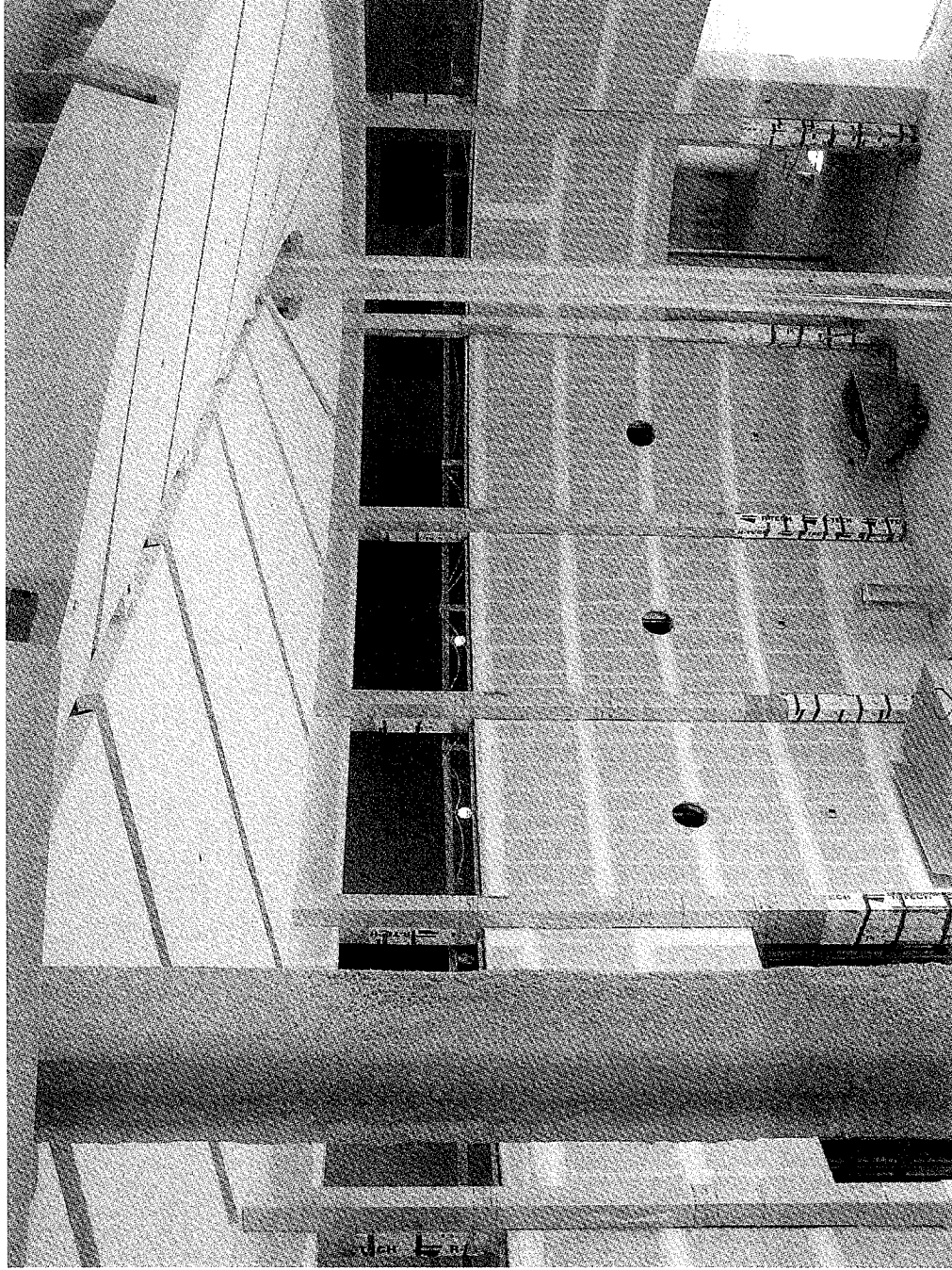


Progress: November 12, 2004

Sacramento
City Hall Project

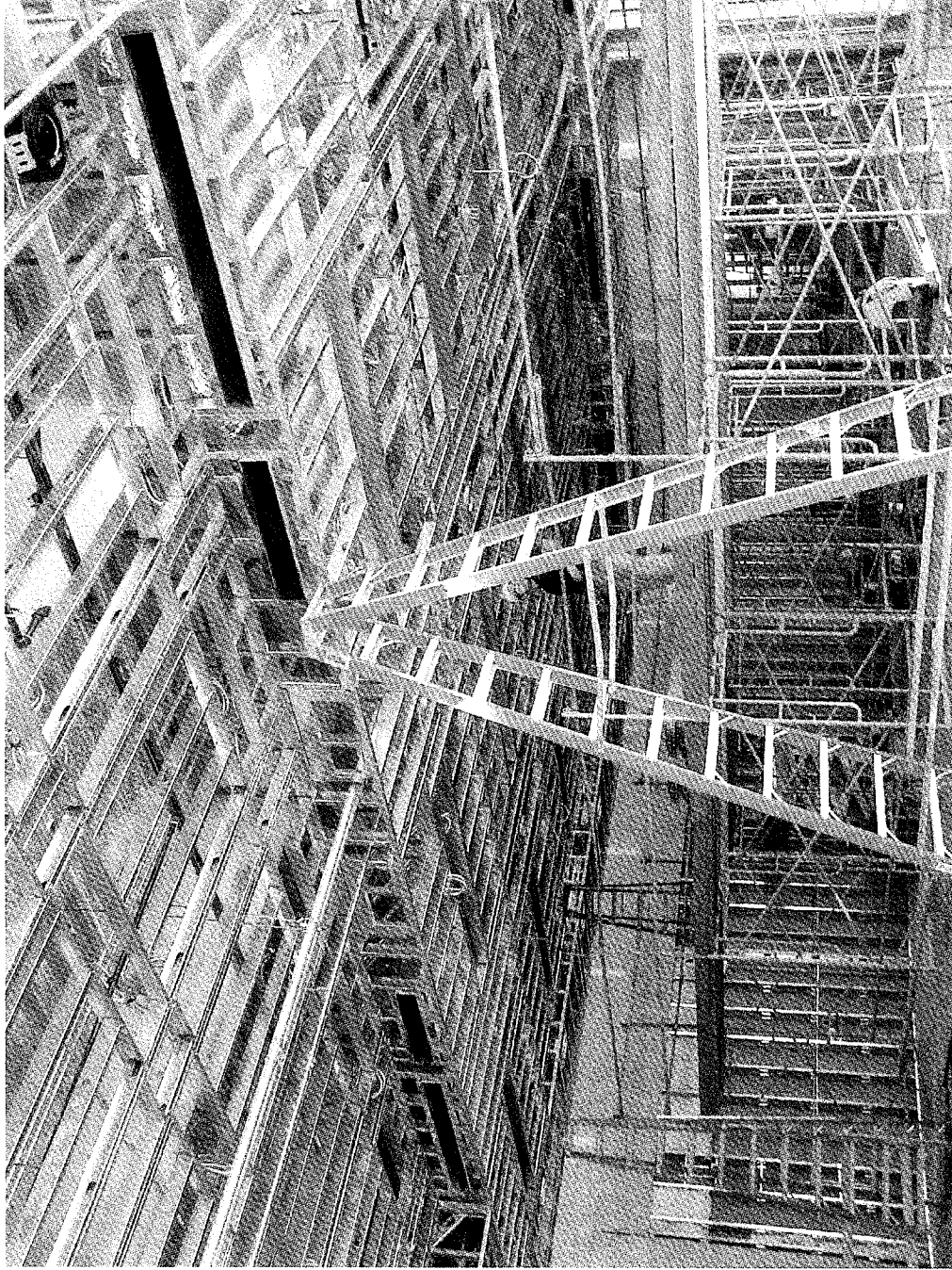


Progress: November 12, 2004



Progress: November 12, 2004

**Sacramento
City Hall Project**



Progress: November 12, 2004

**Sacramento
City Hall Project**

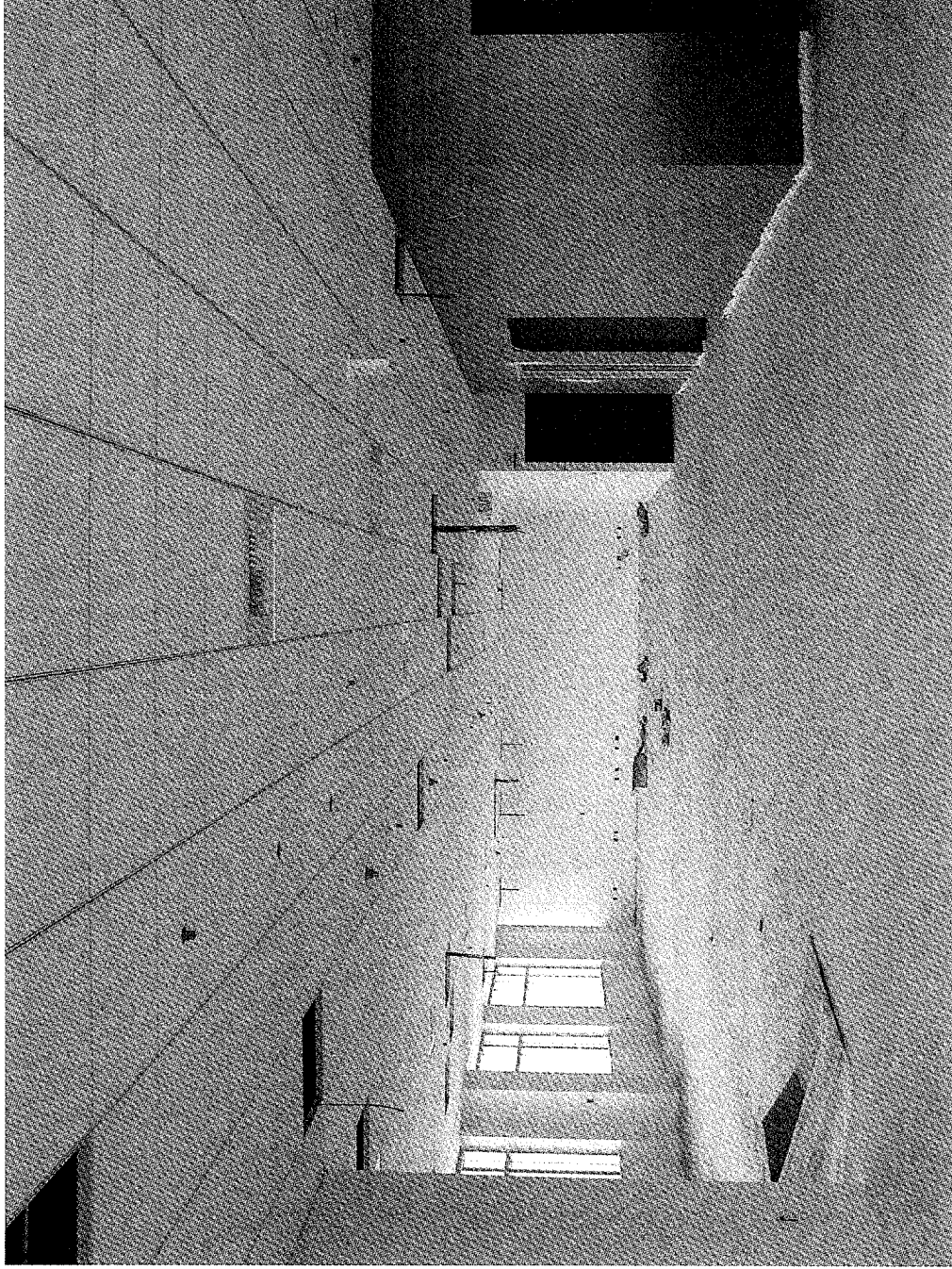


Progress: November 12, 2004

**Sacramento
City Hall Project**



Progress: November 12, 2004



Progress: November 12, 2004

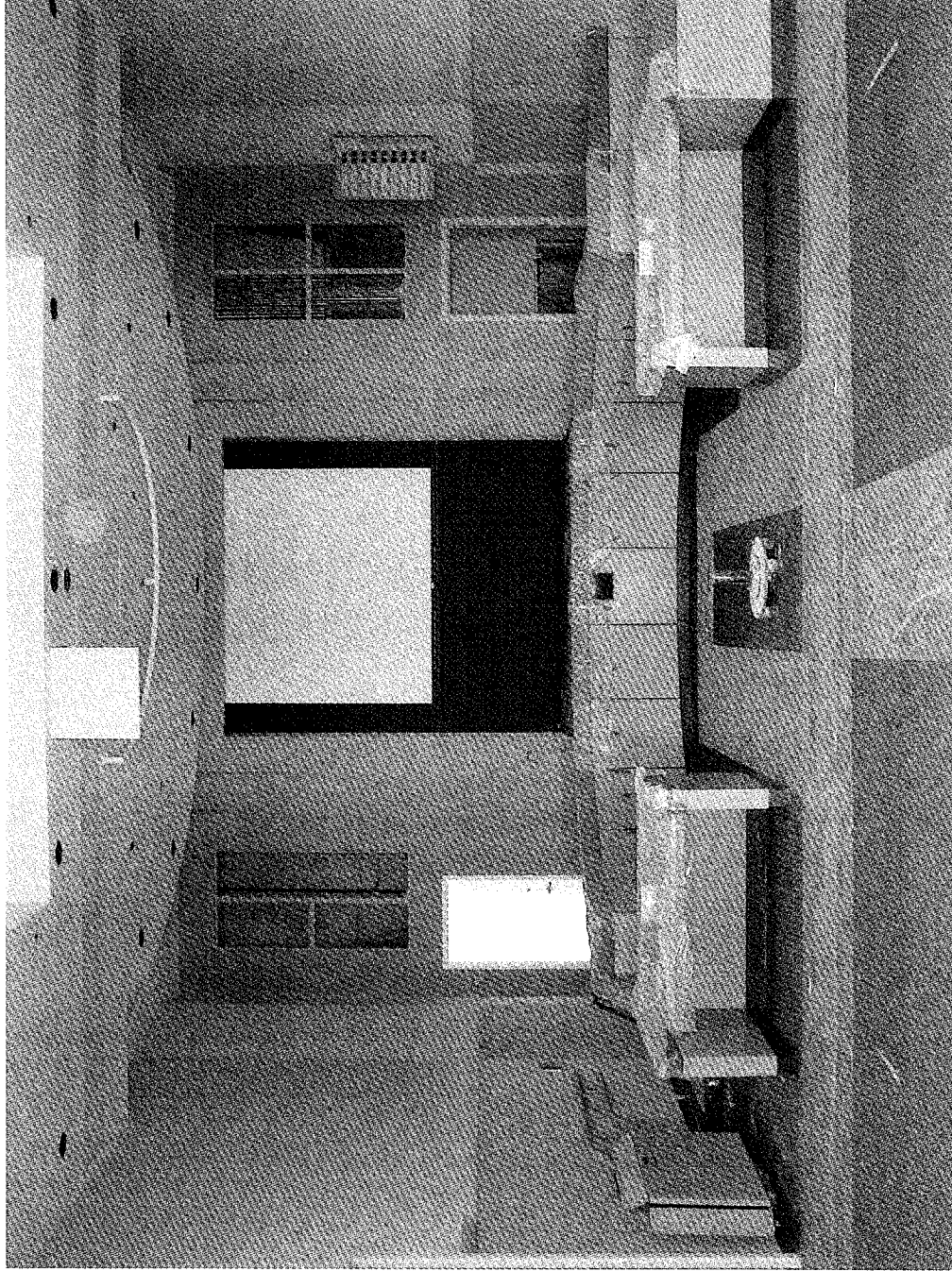


Progress: November 12, 2004

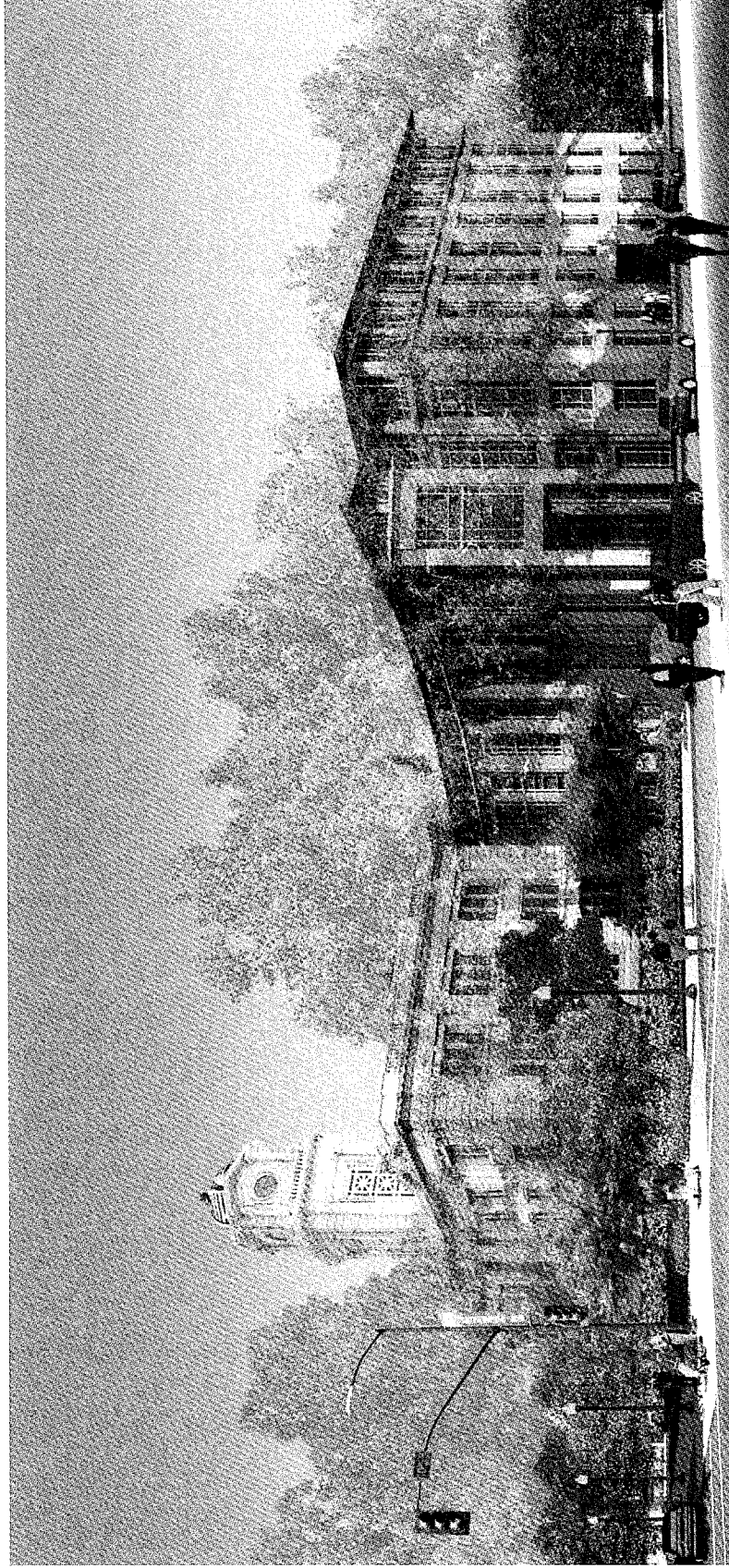
**Sacramento
City Hall Project**



Progress: November 12, 2004

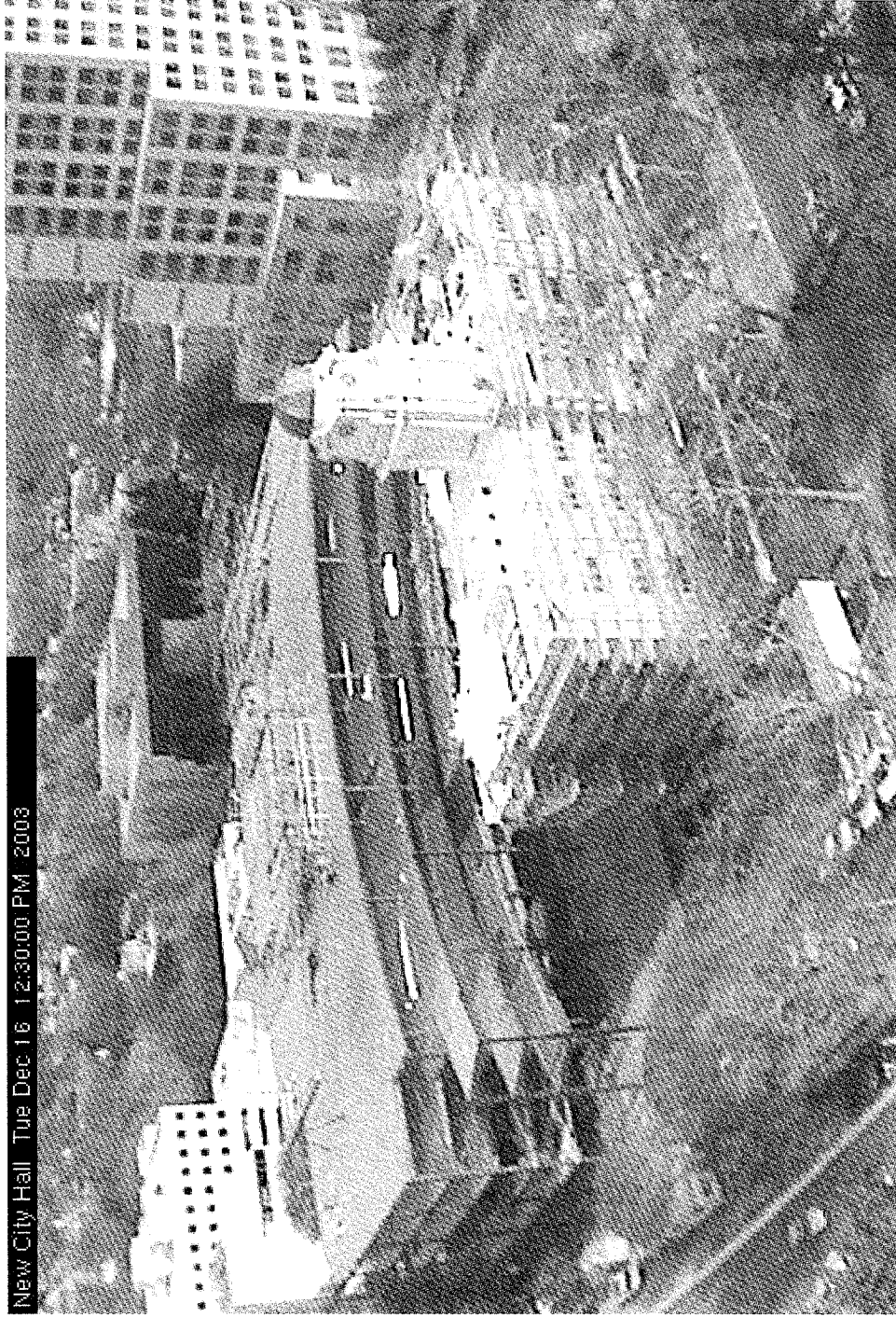


CADD Rendering: View from corner of 10th & I



**Live Web Camera View:
December 16, 2003**

**Sacramento
City Hall Project**



New City Hall - Tue Dec 16 12:30:00 PM 2003

**Live Web Camera View:
November 23, 2004**

**Sacramento
City Hall Project**



New City Hall Tue Nov 23 9:30:00 AM 2004

Schedule

- **Construction Schedule Summary**

- NTP / Onsite Construction Start Date:
February 15, 2003
 - Anticipated Construction Completion Date:
April 29, 2005
 - Phased Tenant Occupancies: May - August,
2005
-

Schedule

Severance
City Hall Report

- **Construction Schedule Summary
(Continued)**

- Plaza concrete, new sidewalks, curbs & gutters complete
 - Permanent electrical power on 11/22/04
 - Completion of interior finishes at historic City Hall
-

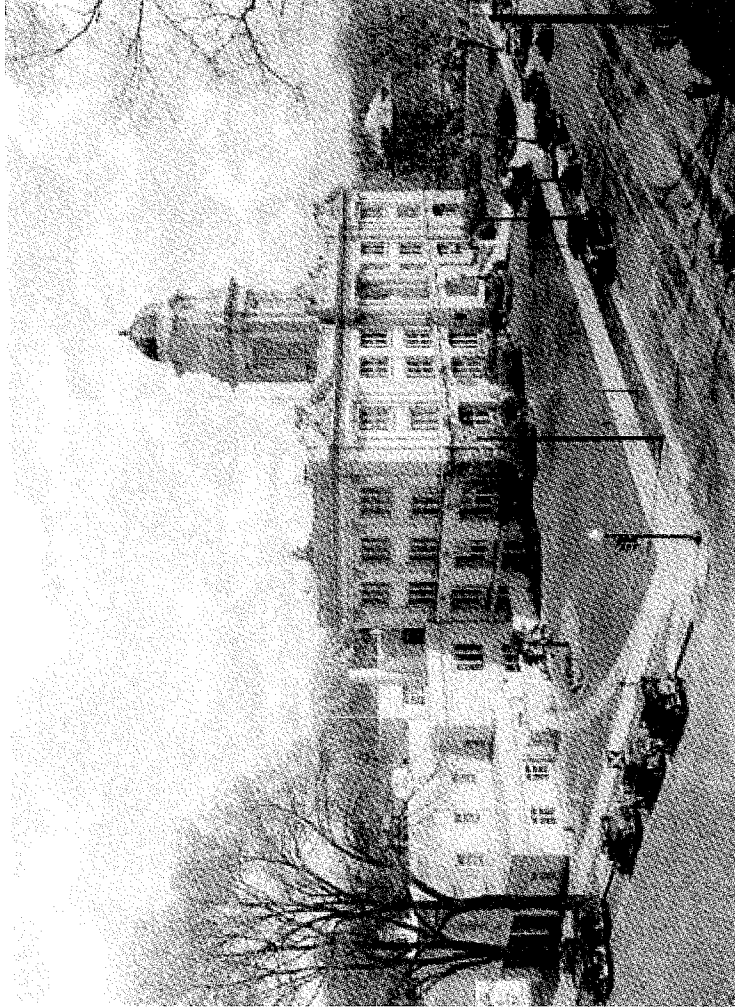
Schedule

- Upcoming Milestones (January – April 2005)
 - Mechanical / Electrical / Plumbing systems completion
 - Life safety testing completion
 - Completion of interior finishes
 - Completion of 1st floor main lobby
-

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- **Project Website (<http://www.cityofsacramento.org>)**
 - **Construction Newsletters**
 - **Project Information Line (916-808-2000)**
 - **Excellent Media Relationship & Coverage of Major Events**
-

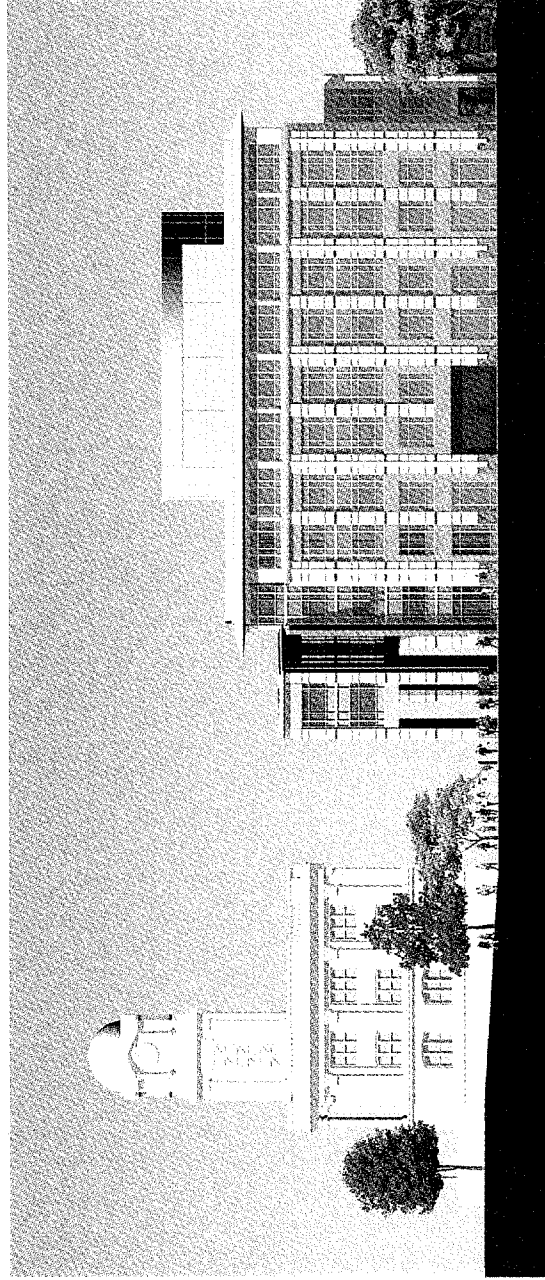
In The Beginning

Sacramento City Hall Project



Coming Soon Late Spring - Summer 2005!

**Sacramento
City Hall Project**



RESOLUTION NO.

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

**CITY HALL EXPANSION PROJECT (PN: BB81) – APPROVE MOVE
PRINCIPLES AND SCHEDULE AND BUILDING OPERATION PRINCIPLES**

**BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO AS
FOLLOWS:**

- Approve the tenant move principles and schedule (Exhibit A)
- Approve the building operation principles (Exhibit B)

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO: _____

DATE ADOPTED: _____

Exhibit A City Hall Project - Final* Tenant Move Schedule Sorted by Move Dates Prepared by: E.C. Looi, Project Manager

	IT Early Start Hook-up	IT Early Finish Hook-up	Tenant Back to Work	Comments
1st Floor	Bldg Mgmt / Central Svs - Repro & Mailroom	5/5/05	5/6/05	5/9/05 Need to be FIRST to Move In!
Basement	Garage Operations & Fleet Cars	5/5/05	5/6/05	5/9/05 Gordy's office move
2nd Floor	DOT - Office of Director	5/5/05	5/6/05	5/9/05 660 J Street - Lease expires 8/31/05
2nd Floor	Procurement Services	5/5/05	5/6/05	5/9/05 Plaza - City-owned property
1st Floor	Bldg Mgmt / Central Svs - Repro & Mailroom	5/10/05	5/11/05	5/12/05 2nd move for Central Services
2nd Floor	DOT - Traffic Engineering	5/12/05	5/13/05	5/16/05 1000 I Street Suite 170; 730 I Street Basement
2nd Floor	DOT - Engineering & Construction Services	5/12/05	5/13/05	5/16/05 927-10th Lease expires 6/30/05
2nd Floor	DOT - F&P	5/19/05	5/20/05	5/23/05 927-10th Lease expires 6/30/05
2nd Floor	DOT - IT Support	5/19/05	5/20/05	5/23/05 927-10th Lease expires 6/30/05
2nd Floor	DOT - Hoteling	5/19/05	5/20/05	5/23/05 927-10th Lease expires 6/30/05
4th Floor	Risk Management / Workers Comp	5/26/05	5/27/05	5/31/05 Plaza 921 10th St - City owned property
4th Floor	Labor Relations	5/26/05	5/27/05	5/31/05 Plaza 921 10th St - City owned property
2nd Floor	Human Resources	6/2/05	6/3/05	6/6/05 Plaza - City-owned property
Plaza Floor	Human Resources	6/2/05	6/3/05	6/6/05 Plaza - City-owned property
1st Floor	Revenue - Enforcement & Collection	6/9/05	6/10/05	6/13/05 ICH Lease expires 8/31/05
1st Floor	Revenue Services	6/9/05	6/10/05	6/13/05 ICH Lease expires 8/31/05
1st Floor	Revenue Admin	6/16/05	6/17/05	6/20/05 ICH Lease expires 8/31/05
1st Floor	Revenue Utility	6/16/05	6/17/05	6/20/05 ICH Lease expires 8/31/05
3rd Floor	City Treasurer (by MTA, not UCF)	6/24/05	6/26/05	6/27/05 Lease expires 8/31/05
3rd Floor	City Treasurer - Conference Room	6/24/05	6/26/05	6/27/05
5th Floor	Mayor / council	7/5/05	7/8/05	7/11/05 During Council Summer Recess
1st Floor	City Clerk	7/5/05	7/8/05	7/11/05 Per Bob Thomas, this should be same time as Council Move.
5th Floor	CMO	7/14/05	7/15/05	7/18/05 ICH Lease expires 8/31/05
5th Floor	Budget / Finance Admin	7/14/05	7/15/05	7/18/05 ICH Lease expires 8/31/05
5th Floor	Parks & Rec Admin	7/21/05	7/22/05	7/25/05
4th Floor	CAO (Phase 1)	7/28/05	7/29/05	8/1/05 US Plaza Bank Lease expires 8/31/05
4th Floor	CAO (Phase 2)	8/4/05	8/5/05	8/8/05 US Plaza Bank Lease expires 8/31/05
4th Floor	Accounting & Payroll	8/11/05	8/12/05	8/15/05 No Move during Tax Filing 4/15/05
3rd Floor	Development Services - Admin	8/18/05	8/19/05	8/22/05 1231 I St Lease expires 12/31/05
3rd Floor	Development Services - Building / Planning I	8/18/05	8/19/05	8/22/05 Two moves
3rd Floor	Development Services - Engineering Services	8/18/05	8/19/05	8/22/05 1231 I St Lease expires 12/31/05
3rd Floor	Area 1 Neighborhood Services Admin + IS	8/18/05	8/19/05	8/22/05 1231 I St Lease expires 12/31/05
3rd Floor	Development Services - Building / Planning II	8/25/05	8/26/05	8/29/05 Two moves (No move Labor Day Weekend)

Building Operating Principles

- The City Hall complex will be maintained and operated as a Class "A" office building and kept in an "as new" condition.
- The City Hall complex will be operated at the highest level of energy efficiency and environmental conservation efforts.
- All entrances to the City Hall complex will be monitored 24 hours a day, seven days a week by security staff.
- Normal business hours for the City Hall complex will be from 7:30 a.m. until 5:00 p.m.
- City Hall will open at 6:30 p.m. for regular council meetings with enhanced security and a uniformed Sacramento City police officer on duty. Additional security and police presence will be available as required.
- Access to non-public areas will be controlled by building security and will require visitor passes and sign in.
- There will be shared reception on each floor of the building.
- City employees shall be readily identified via a picture I.D. badge and will access non-public areas via electronic access cards.
- U.S. mail, packages and merchandise will be delivered via the loading dock for security clearance and distribution throughout City Hall by City staff.
- Any deliveries requiring an authorized signature i.e. receipt of official documents and priority packages will be delivered to Central Security for clearance prior to delivery to the appropriate city department. Individuals delivering such documents shall be required to sign in and be issued a visitor's badge.
- Access to the parking structure under City Hall will require an electronic access card and will be assigned to authorized city officials and staff. No public parking will be allowed in the underground parking structure.
- A building operations and service center will be established and staffed in the new City Hall complex to provide timely service requests, assistance, coordination and security oversight.