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DEPARTMENT
OF UTILITIES

ENGINEERING
SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

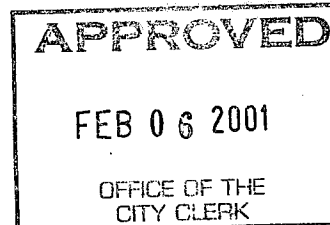
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January 19, 2001

City Council
Sacramento, California

Honorable Members in Session:



SUBJECT: FIELD SERVICES ADMINISTRATION BUILDING (PN:ZH21): EXECUTE SUPPLEMENTAL AGREEMENT NO. 1 TO CITY AGREEMENT NO. 2000-002 WITH LEX COFFROTH AND ASSOCIATES, INC., FOR AN AMOUNT NOT TO EXCEED \$85,739.00, RATIFY THE NEGATIVE DECLARATION AND ADOPT THE MITIGATION REPORTING PLAN.

LOCATION AND COUNCIL DISTRICT:

The project is located in the City of Sacramento Corporation Yard in District 4 (see attached map).

RECOMMENDATION:

Staff recommends that the City Council:

- Authorize the City Manager and City Clerk to execute Supplemental Agreement No. 1 to City Agreement No. 2000-002 with Lex Coffroth and Associates, Inc., for an amount not to exceed \$85,739;
- Ratify the Negative Declaration and
- Adopt the Mitigation Reporting Plan.

CONTACT PERSON: Bert McCollam, Field Services Manager, 433-6645
Andrew A. Hunt, Supervising Engineer, 264-1411

FOR COUNCIL MEETING OF: February 6, 2001



CITY OF SACRAMENTO
DEPARTMENT
OF UTILITIES

Making a Difference in Your Neighborhood

City Council
February 6, 2001
Supplemental Agreement No. 1 (PN: ZH21)

SUMMARY

A Consultant Services Agreement with Lex Coffroth and Associates, Inc., was approved by the City Council on January 4, 2000, (City Agreement No. 2000-002) for design of the Field Services Administration Building Project. Supplemental Agreement No. 1 has been negotiated to pay for services outside of the scope of the original agreement for an amount not to exceed \$85,739. The Negative Declaration for this project has been completed and is ready to be ratified.

COMMITTEE/COMMISSION ACTION:

None.

BACKGROUND INFORMATION

On January 4, 2000, the City Council approved a Consultant Services Agreement for an amount of \$167,211. After design began the following changes were made to the scope of work:

- A corp yard traffic study was added.
- The building type was changed from metal to concrete tilt up.
- The design strategy was changed from a design and bid to a design assist. The design assist strategy requires the issuance of an RFP to get a contractor on board and under contract early to assist in and give input to the design of the building.
- Relocation of existing utilities and a storage shed were added to the scope of the contract work.

The consultant has agreed to a cost not to exceed \$85,739 for these changes.

The City Environmental Services Division has prepared a Negative Declaration for this project. The 30 day public review period expired on October 14, 2000.

FINANCIAL CONSIDERATIONS

There are sufficient funds in the project to execute this supplemental agreement.

ENVIRONMENTAL CONSIDERATIONS

The Environmental Services Manager has determined that the Field Services Administration Building project, as proposed, will not have a significant impact on the environment; therefore,

City Council
February 6, 2001
Supplemental Agreement No. 1 (PN: ZH21)

a Negative Declaration has been prepared. In compliance with Section 15070(B)1 of the California Environmental Quality Act Guidelines, the City has incorporated mandatory mitigation measures into the project plans to avoid identified impacts or to mitigate such impacts to a point where clearly no significant impacts will occur. These mitigation measures are included in the attached Mitigation Reporting Plan and address impacts to hazards (potential for soil contamination) and aesthetics.

The Negative Declaration was available for Public Review during the period of September 15, 2000 to October 14, 2000. As of the date of this report, two verbal comments have been received and responded to. These comments were not in opposition to the project, and are not expected to alter the project as proposed. Therefore, Staff recommends that the City Council ratify the Negative Declaration and adopt the Mitigation Reporting Plan for the Field Services Administration Building.

POLICY CONSIDERATIONS

This action is consistent with Chapter 3.64 of the Sacramento City Code.

ESBD

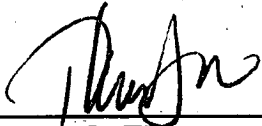
Lex Coffroth and Associates, Inc., is a City of Sacramento Certified Small Business and is performing approximately 56 percent of the work in this agreement. This exceeds the project goal of 20 percent as set forth by City Ordinance No. 99-007 and Resolution No. 99-099.

Respectfully submitted,



Gary A. Reents, Engineering Services Manager

RECOMMENDATION APPROVED:



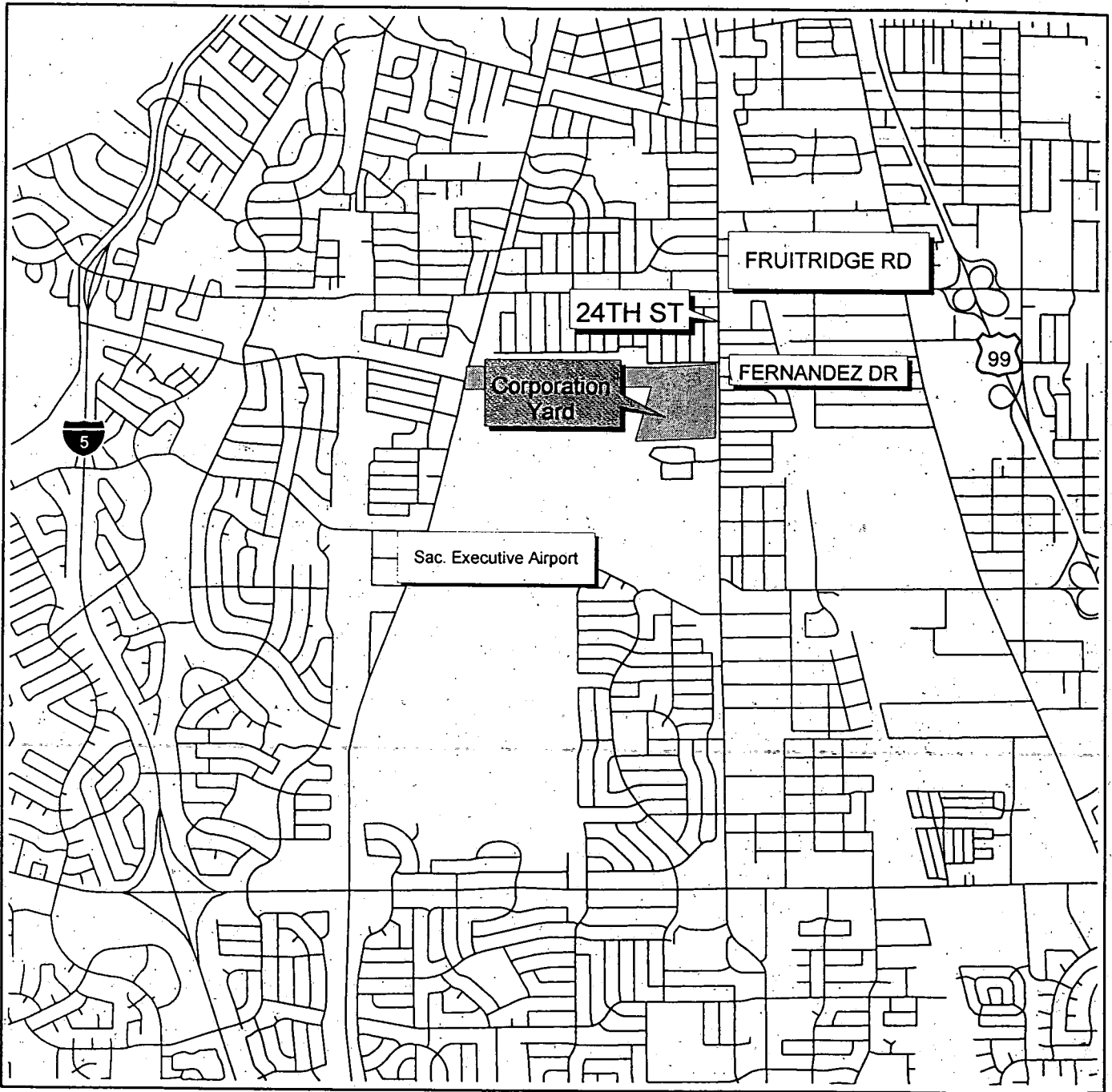
Robert P. Thomas
City Manager

APPROVED:



James G. Sequeira
Director of Utilities

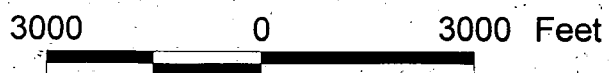
FIELD SERVICES ADMINISTRATION BUILDING at the City of Sacramento's Corporation Yard

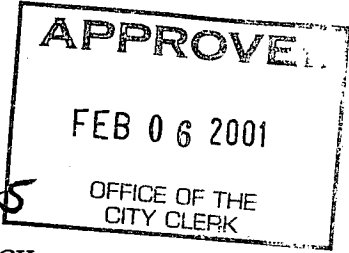


Planning & Building
Department

Geographic
Information
System

Vicinity Map ZH21





RESOLUTION NO. 2001-075

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF _____

RESOLUTION TO AUTHORIZE THE CITY MANAGER AND CITY CLERK TO EXECUTE SUPPLEMENTAL AGREEMENT NO. 1 WITH LEX COFFROTH AND ASSOCIATES, INC., FOR AN AMOUNT NOT TO EXCEED \$85,739, RATIFY THE NEGATIVE DECLARATION AND ADOPT THE MITIGATION REPORTING PLAN.

BE IT RESOLVED BY THE SACRAMENTO CITY COUNCIL THAT:

1. The City Manager and City Clerk are authorized to sign and execute Supplemental Agreement No. 1 with Lex Coffroth and Associates, Inc., to Agreement 2000-002, for design of the Field Services Administration Building (PN:ZH21) for an amount not to exceed \$85,739.
2. The Negative Declaration is ratified and the Mitigation Reporting Plan adopted.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO. _____

DATE ADOPTED: _____

FIELD SERVICES ADMINISTRATION BUILDING MITIGATION REPORTING PLAN

In January 1989, Assembly Bill 3180 went into effect requiring the City to monitor all mitigation measures included in this Negative Declaration. For this project, mitigation reporting will be performed by the City of Sacramento Utilities Department in accordance with the monitoring and reporting program developed by the City to implement AB 3180.

This Mitigation Reporting Plan is being prepared by the Planning and Building Department Environmental Affairs Office, 1231 I Street, Suite 300, Sacramento, CA 95814, (916) 264-2762, pursuant to the California Environmental Quality Guidelines, Section 21081.

The Utilities Department will submit its completed Reporting Plan to the Environmental Affairs Office for inclusion in the annual report to the City Council.

Project Number: CIP #ZH21

Project Name: Field Services Administration Building

This project site is located west of 24th Street, between 34th and 39th Avenues, east of the Sacramento Executive Airport, north of Glen Ellen Circle, and south of the James Mangan Park. The site is the existing City of Sacramento Corporation Yard, APN 035-0010-048, 41.25 +/- acres (See Attachment 1). The site is currently being used for storage of utility materials, fleet vehicles and a field services employee check-in and dispatch hub, and fueling station. There is no landscaping on the project site. All surfaces are impervious. There is an existing shed located where the proposed building is being sited for construction. This shed will be removed as part of this construction and the fleet vehicles will be parked elsewhere on the site.

Project Description

This project is to construct a two-story field services administrative building within the City of Sacramento Corporation Yard on 24th Street. This building would serve as the centralized location for operational and administrative offices of the Department of Utilities field services staff, supervisors, and the division manager. It would contain, among other amenities, a conference area, reception area, storage and parts area, kitchen/break room, men and women's bathroom/locker/shower rooms, Underground Service Alert room, computer room, and mechanical room. The design of the building would accommodate up to 100 employees; however, 50 employees are expected to immediately occupy the building. These 50 employees are existing Corp Yard employees. It is not the intention of the proposed project to attract new employees. There are no immediate plans to hire additional employees at the proposed building, nor for the offices that will be left vacant in the existing buildings. Those offices left vacant will be used for storage.

The building is proposed to be a concrete tilt-up building similar in exterior appearance to buildings recently constructed in the Corp Yard and shall conform to all requirements of the Uniform Building Codes. The height of the building will be approximately 40 feet. The building will have a footprint of approximately 15,000 +/- square feet of area on each floor for a total of 30,000 +/- square feet. About 10% of the building will be used for storage, while the remaining use will be for office space and its corresponding facilities. It is to be designed in accordance with the following building program (square footages are estimates only):

First Floor:		Second Floor:	
Supervisor office space	507 sf	Supervisor office space	675 sf
Executive Secretary office	169 sf	Conference rooms	900 sf
Division Manager office	320 sf	Conference area	5,600 sf
Copy room	280 sf	Underground Service Alert room	2,000 sf
Parts area	8,200 sf	Stores area	1,900 sf
Storage/supplies	50 sf	Information Systems Management	855 sf
Men's bathroom/locker/shower	900 sf	Men's bathroom/locker/shower	900 sf
Women's bathroom/locker/shower	600 sf	Women's bathroom/locker/shower	600 sf
Ready area	1,600 sf	HVAC/Mechanical room	600 sf

FIELD SERVICES ADMINISTRATION BUILDING CIP#ZH21

MITIGATION REPORTING PROGRAM CHECKLIST

Mitigation Measure	Reporting Milestone	Reporting/ Responsible Party	VERIFICATION OF COMPLIANCE		
			Initials	Date	Remarks
<p>HAZARD: No toxic substances or contaminated soils have been found on the project site; however, the following mitigation measure shall ensure a less than significant hazard impact:</p> <p>1. If stained soil or other indications of hazardous materials are revealed during construction, operations shall stop until the suspect material is analyzed and disposed of properly by a certified hazardous material professional.</p>	During construction	Utilities Department and Contractor			
<p>AESTHETICS, LIGHT & GLARE: 1. Final plans for the project shall identify all new outdoor lighting, and shall indicate means of preventing glare onto any adjacent residential properties.</p>	Prior to construction	Utilities Department			