

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To: Matthew J. Fertal
Dept: City Manager
Subject: AMENDMENT WITH GRIFFIN STRUCTURES, INC. TO INCLUDE DESIGN DEVELOPMENT FOR THE FIRE HEADQUARTERS BUILDING AND EXPANSION OF THE POLICE DEPARTMENT

From: Keith G. Jones
Dept: Public Works
Date: May 11, 2010

OBJECTIVE

To obtain City Council approval to amend the existing contract with Griffin Structures, Inc. to include design development for the Fire Headquarters and Station and expansion of the Police Department.

BACKGROUND

In September 2008 a facilities needs assessment for the Police Department was conducted by Griffin Structures, Inc. The needs assessment identified space requirements for each personnel level and function, as well as space needs for equipment and storage. The assessment concluded that the current Garden Grove Police Station, which was built in 1972, does not have the adequate space to house officers, equipment and evidence files all in one building.

As a result of the needs assessment, the City entered into an agreement with Griffin Structures, Inc. to develop a comprehensive Public Safety Facilities Master Plan in December 2009 to determine how to address both short-term and long-term space requirements. The Master Plan included schematic designs for a new Fire Headquarters and Station to be located at the City-owned site adjacent to City Hall, previously occupied by Black Angus Restaurant. Also included in the Master Plan were conceptual designs for the expansion and renovation of the Police Department.

ANALYSIS

On April 13, 2010, Griffin Structures, Inc. provided to members of City Council and City staff a presentation summarizing the results of the Master Plan. The Master Plan included recommended designs, budgets, and schedules for a new 20,575 gross square feet (GSF) Fire Headquarters and Station. The relocation of the Fire building will allow the Police Department to expand and renovate into a 14,000 GSF, two-story building to replace the existing Fire Station Apparatus Bay structure.

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The next step moving forward is to advance both the Fire Station and Police Facilities into the design development phases. This will provide construction documents and specifications for the new Fire building and design development drawings for the renovation and expansion of the existing Police building. An amendment to the current contract with Griffin Structures, Inc. is needed to add design development to the existing scope of work. The additional work will be completed by December 2010 and will cost \$1,370,000, which will be funded through Public Safety grant funds.

Griffin Structures, Inc. has obtained considerable data and information regarding the City's public safety operations, specific needs, and other factors that are crucial to developing the Master Plan. Furthermore, Griffin Structures, Inc. has significant experience in developing Public Safety Master Plans, design development, and construction specifications, for many Orange County cities, such as Westminster, Buena Park, Brea, and Irvine.

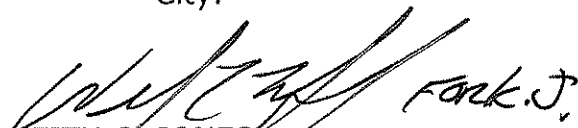
FINANCIAL IMPACT

The cost for the design development of the Fire and Police Safety buildings is \$1,370,000. The project will be financed through the Public Safety grant funds. There is no financial impact to the General Fund.

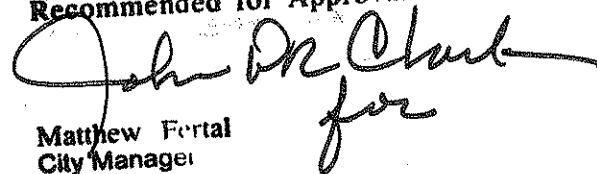
RECOMMENDATION

It is recommended that the City Council:

- Amend the contract for professional consulting services to Griffin Structures, Inc. to include design development in the amount of \$1,370,000.
- Authorize the City Manager to execute the amendment on behalf of the City.


KEITH G. JONES
Public Works Director


By: Ann Eifert
Senior Administrative Analyst

Recommended for Approval

Matthew Fertal
City Manager

Attachment: Amendment No. 1 with Griffin Structures, Inc.

CITY OF GARDEN GROVE**AMENDMENT NO. 1**

To: Develop the Garden Grove Public Safety Facilities Master Plan as described in Attachment A, which includes three phases:

- a. Phase 1: Public Safety Master Plan
- b. Phase 2: Fire Department Facilities Design
- c. Phase 3: Police Department Facilities Expansion Design

This Amendment No. 1 is made and entered into this ____ day of _____ 2010, by and between the **CITY OF GARDEN GROVE**, hereinafter referred to as "CITY", and **Griffin Structures, Inc.**, hereinafter referred to as "CONTRACTOR".

WHEREAS, Contractor and CITY entered into Contract No. **10-2582**, effective December 8, 2009 for Phase 1 of the Garden Grove Public Safety Facilities Master Plan.

WHEREAS, Contractor and CITY desire to amend the Existing Contract as provided herein to advance Phases 2 and 3 of the Master Plan concurrently.

Now, therefore, it is mutually agreed, by and between the parties as follows:

Section 1.0, Term and Termination, shall be revised as follows:

The CITY hereby extends the performance period from **June 8, 2010** to **December 31, 2010**.

Section 2.0, Services to be Provided, shall be revised as follows:

The Services to be performed under this amendment shall include Phases 2 and 3 of the Master Plan as more particularly set forth in Attachment A."

Section 3.0. COMPENSATION - shall be revised as follows:

The contract Price is hereby increased from \$263,250.00 to a new Firm Fixed Price of \$1,633,250.00. This is an increase of \$1,370,000.00 to cover the Design Phase as set forth in Attachment A, which is hereby incorporated by reference.

Except as expressly amended hereby, the Existing Contract remains in full force and effect as originally executed.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 1 to the Existing Contract to be executed by their respective officers duly authorized on the date first written above.

Date: _____

"CITY"
CITY OF GARDEN GROVE

By: _____
City Manager

ATTESTED:

City Clerk

Date: _____

"CONTRACTOR"
Griffin Structures, Inc.

By: _____

Name: GARY CHUBB

Title: EXECUTIVE VICE PRESIDENT

Date: April 26, 2010

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

APPROVED AS TO FORM:


Garden Grove City Attorney

4/29/10
Date

ATTACHMENT A

**PROPOSAL
PRESENTED TO THE
CITY OF GARDEN GROVE, CALIFORNIA**

FOR

**DESIGN DEVELOPMENT AND RELATED BUDGETS
FOR NEW FIRE HQ AND STATION
AND EXPANSION/RENOVATION OF POLICE FACILITIES**

SUBMITTED

APRIL 21, 2010



**GRIFFIN STRUCTURES, INC.
385 SECOND STREET
LAGUNA BEACH, CA 92651
949-497-9000 P
949-497-8883 F
www.griffinholdings.net**

INTRODUCTION AND PROPOSED PROJECT APPROACH

BACKGROUND OF SERVICES PROVIDED TO CITY OF GARDEN GROVE

In December of 2009 Griffin Structures was contracted by the City of Garden Grove to perform Needs Assessments and Schematic Designs for the new Fire Station Headquarters and the to study Conceptual Design alternatives to both expand and renovate the existing Police Facilities.

The results of these efforts produced a Schematic Design and Statement of Probable Cost for a proposed new 20,575 GSF Fire Station Headquarters facility and Conceptual Design options for a proposed expansion and renovation of the existing Police Facilities.

On April 13, 2010 Griffin Structures presented to members of City Council and staff a presentation summarizing the recommended designs, budgets, and schedules for both the new Fire Station and the Police Facilities.

The City's recommended approach moving forward is to advance both the Fire Station and Police Facilities into 100% Design Development to support the preparation of an updated budgets and schedules for both projects which will allow the City Council to decide how to finance and ultimately deliver both projects through the completion of design, construction, and post occupancy.

The following outlines the proposed scope of work to complete the 90% Construction Documents and specifications and related budgets for the new Fire Station and the 100% Design Development drawings for renovation and expansion of the existing Police Building.

Note: The renovation and expansion of the existing PD will include a new 14,000 GSF 2-story building to replace the existing Fire Station Apparatus Bay structure.

PROGRAM MANAGEMENT SERVICES

Using the approved Schematic Design for the new Fire Station Headquarters and the proposed recommendation alternate Conceptual Design solutions for the Police expansion and renovation, Griffin Structures will perform the following tasks and produce the following deliverables.

- Design Team Management
- Scheduling and Updates
- Estimating and Budget Reports
- Constructability and Value Engineering Analysis
- Preparation of Overall Project Budgets
- Building Committee Meetings
- City Council Presentations

ARCHITECTURAL AND ENGINEERING SERVICES

Griffin will manage the efforts of LPA and their team of subconsultants and shall provide those services necessary to prepare both the 90% Construction Documents for the Fire Station and 100% Design Development drawings/specs for the Police Building consisting of drawings and other documents to supplement and describe the size and character of the entire Project, including architectural, structural, mechanical and electrical systems, materials and such other elements as may be appropriate. The A/E team will provide the following services to accomplish the above outlined tasks:

- Survey and Civil Engineering
- Traffic Signal Engineering
- Schematic Design Refinements
- 100% Design Development Drawings and Specifications (Police Building)
- 90% Construction Documents (Fire Station)
- Furniture Layouts
- Building Committee Meetings
- City Council Presentations

The following outlines the major design and engineering categories to be included in the A/E team's deliverables for both the Fire Station Headquarters and Police Building.

- Architectural Design/Documentation
- Structural Design/Documentation
- Mechanical Design / Documentation
- Electrical Design/Documentation
- Civil Design/Coordination
- Landscape Design
- Materials Research/Specifications
- Interior Design/Documentation

CONSTRUCTABILITY ANALYSIS AND VALUE ENGINEERING

Griffin Structures will perform on-going Constructability Reviews and Value Engineers efforts during the course of managing the production of the Design Development drawings and specifications to ensure the facilities conform to the previously approved programs and designs, remain within budget, and to coordinate the various architectural and engineering disciplines as the drawings and specifications are completed for updated budgeting purposes.

GEOTECHNICAL INVESTIGATIONS AND REPORTS

- On-Site Borings and Foundation Recommendations
- Recommendations for Site Paving, Curb & Gutter, and all Sidewalks

ENVIRONMENTAL SERVICES (AS REQUIRED BY CITY STAFF)

- Phase 1 ESA and Phase 2 Reports for the Existing Black Angus Building
- Phase 1 ESA and Phase 2 Reports for the Existing Fire Department Buildings

DEVELOPMENT OF UPDATED BUDGETS

At the completion of the 100% Design Development Phase Griffin Structures will generate updated budgets to complete the delivery of both the Fire Station and Police Facilities for consideration by the City of Garden Grove. The budgets will include the following major work items to complete the projects:

- Completion of the Construction Documents for plan check and permitting
- Coordination to secure Agency permits for construction
- Pre-Qualification of trade contractors
- Bidding and advertisement of trade contractors per the Public Contracting Code
- Construction of facilities (Fire Station followed by Police Building)
- Program and Construction Management services
- Deputy testing and inspections for soils and materials
- Coordination for the procurement of FF&E by the City of Garden Grove
- Substantial completion of facilities, training, O&M manuals, as-builts, and close-out

SCHEDULE OF PROFESSIONAL SERVICE FEES – FIRE STATION

COMPONENT	VALUE	COMMENTS
Program Management Services	\$150,000	Griffin Structures, Inc.
Design Team Management	Incl	
Scheduling	Incl	
Estimating	Incl	
Constructability Reviews	Incl	
Budget Preparation	Incl	
Building Committee Meetings	Incl	
City Council Presentations	Incl	
A/E Services	\$345,000	LPA
Survey	Incl	
Traffic Signal Engineering	Incl	
Schematic Design Refinements	Incl	
Design Development/Specs	Incl	
90% Construction Documents/Specs	Incl	
Furniture Layouts	Incl	
Building Committee Meetings	Incl	
City Council Presentations	Incl	
Reimbursables	Incl	
Environmental Services		
Phase 1 ESA – Exist. Fire Dept.	\$7,000	Allowance
Phase 2 Remediation Reports	\$20,000	Allowance
Geootechnical Services		
Borings and Recommendations	\$25,000	Allowance
Contingency	\$25,000	Griffin Structures, Inc.
TOTAL PROFESSIONAL FEES	\$572,000	

NOTE:

A/E Services include the production of 90% Construction Documents which will commence directly after the completion of the 100% Design Development plans and specifications.

SCHEDULE OF PROFESSIONAL SERVICE FEES – POLICE BUILDING

COMPONENT	VALUE	COMMENTS
Program Management Services	\$125,000	Griffin Structures, Inc.
Design Team Management	Incl	
Scheduling	Incl	
Estimating	Incl	
Constructability Reviews	Incl	
Budget Preparation	Incl	
Building Committee Meetings	Incl	
City Council Presentations	Incl	
A/E Services	\$586,000	LPA
Survey	Incl	
Schematic Design Refinements	Incl	
Design Development/Specs	Incl	
Furniture Layouts	Incl	
Building Committee Meetings	Incl	
City Council Presentations	Incl	
Reimbursables	Incl	
Environmental Services		
Phase 1 ESA – Exist. Fire Dept.	\$7,000	Allowance
Phase 2 Remediation Reports	\$20,000	Allowance
Geotechnical Services		
Borings and Recommendations	\$30,000	Allowance
Contingency	\$30,000	Griffin Structures, Inc.
TOTAL PROFESSIONAL FEES	\$798,000	

NOTE:

A/E Services include the production of 100% Design Development Drawings and Specifications based on the new 14,000 GSF Building to replace the existing Fire Station apparatus bay structure.

SCHEDULE OF ACTIVITIES – FIRE STATION HEADQUARTERS

The following is the milestone Schedule for the completion of Design Development drawings and specifications and related GMP Budgets for the Fire Station Building:

- Award of Professional Services Agreement by City of Garden Grove - May 11, 2010
- Geotechnical Investigations and Reports – June, 2010
- 100% Design Development drawings/specifications – August, 2010
- Preparation of Project Budget – September, 2010
- 90% Construction Documents/specifications – October, 2010

SCHEDULE OF ACTIVITIES – POLICE BUILDING

The following is the milestone Schedule for the completion of Design Development drawings and specifications and related GMP Budgets for the Police Building:

- Award of Professional Services Agreement by City of Garden Grove - May 11, 2010
- Geotechnical Investigations and Reports – June, 2010
- 100% Design Development drawings/specifications – August, 2010
- Preparation of Project Budget – September, 2010

NOTE:

City of Garden Grove to decide on method of project delivery which in turn will dictate the timelines for the balance of Construction Documents, Permits, Bidding and Award, and Construction for both the new Fire Station Headquarters and the Police Building renovation and expansion.