



Council Agenda Report

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO VISTA AUTHORIZING THE CITY MANAGER TO ENTER INTO AND EXECUTE THE CONTRACTS FOR THE CONSTRUCTION, AND EQUIPMENT AND FURNITURE ACQUISITION FOR THE REMODEL OF THE EMERGENCY OPERATION CENTER TOTAL COSTS NOT TO EXCEED \$163,500

MEETING

DATE: February 2, 2012

RECOMMENDATION

Staff recommends that the City Council of the City of Rio Vista consider adopting Resolution No._____, “Authorizing the City Manager to enter into and execute the contracts for the construction, equipment, and furniture for the remodel of the Emergency Operation Center (EOC).

BACKGROUND

On October 15, 2009, the City Council of Rio Vista passed Resolution No. 2009-106, approving the acceptance of a grant in the amount of \$150,000 from FEMA, with a \$37,500 match from the City of Rio Vista of in-kind or cash, to remodel our existing EOC/Community Room. The purpose of this remodel is to make the EOC more functional for the emergency events that could occur. When staff was advised of the award, inquiries were made with the previous Fire Chief’s to ascertain what criteria had been submitted in the grant application. This would need to be known so that the scope of the project would be adhered to. It was determined that this was a non-competitive grant (ear mark) and was made possible through the efforts of Congressman Ellen Tauscher, and had no specific criteria requirements other than being used to remodel or enhance the City’s EOC current facility.

When staff learned that no specific designs had been submitted for approval they embarked on developing a remodel plan that would bring the City’s facility as close to current standards as possible, and would serve the City of Rio Vista well into the foreseeable future. The design criteria would encompass the use of many of the current EOC technologies and would follow the guidelines of the National Incident Management System (NIMS). The limited amount of current funding would not be an impediment to developing the best overall design, as this document would be an important element in applying for future funding in order to complete the project as designed. Staff visited some recently constructed EOC’s, and solicited guidance from others who have had extensive experience in developing EOC’s.

This information was then used to develop a scope of work to be conducted within the Fire facility, and then put into a RFP for solicitation for a consultant who would put these ideas in the form of plans and specifications.

On December 1, 2011, the City Council approved a contract with Gutierrez Architects to develop plans and specifications to go out to bid. Gutierrez Architects has now completed the plans and staff is working on putting together the bid package for formal bidding of the improvements. The bid solicitation notice is from February 1, 2012 through February 15, 2012, and bids open on February 15, 2012.

REVIEW AND ANALYSIS

The decision to include all of the features that should be a part of modern EOC puts us in a position of making decisions on what will actually be undertaken on this phase of the project. These decisions will be based on the actual quotes received and our funding level. The architects estimate provides us with a general idea of what the costs may be, but as we have found with other projects the actual bids may be lower than the estimates. Once the formal bids have been received a determination will be made on what elements of the project will be selected for completion.

The scope of work that was developed for this remodel is provided in the attachment labeled as "Staff Developed Scope of Project".

The performance period for this project ends on May 31, 2012, which requires that all activities must be completed and all funds disbursed. With the City Manager having the authority to sign the required contracts for completion of the work we will avoid any time issues with waiting for a scheduled council meeting to approve said contracts.

FINANCIAL CONSIDERATIONS

The FEMA Grant provides for \$150,000, and requires an in kind, or cash requirement by the City for \$37,500, for a total of \$187,500. A previous contract has been approved for design and engineering work in the amount of \$24,000, which provides a total of \$163,500 left to be encumbered.

ALTERNATIVES

- Do not approve the resolution and comprise our ability to maximize the funding provided by the grant.

Department Director

Finance Manager

City Manager

Attachment: Resolution
Staff developed scope of project
Architects Estimate on the project
Plans of the project

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RIO VISTA
AUTHORIZING THE CITY MANAGER TO ENTER INTO AND EXECUTE THE
CONTRACTS FOR THE CONSTRUCTION, AND EQUIPMENT AND FURNITURE
ACQUISITION FOR THE REMODEL OF THE EMERGENCY OPERATION CENTER
TOTAL COSTS NOT TO EXCEED \$163,500**

WHEREAS, there is a need to bring our existing EOC up to current standards and be better prepared for any EOC activations that would occur today; and,

WHEREAS, FEMA has provided a grant of \$150,000 to provide for a remodel of our current EOC and the city has an in kind or cash commitment for \$37,500; and,

WHEREAS, the Fire Chief has and will continue to act as the project manager and maximize the appropriations granted for said remodel; and,

WHEREAS, plans, specifications, and estimates have been prepared by Gutierrez Architects incorporating those features that have been deemed to be relative to an enhanced EOC for today and into the foreseeable future; and,

WHEREAS, an RFP for construction of the EOC is scheduled to be released within the next couple of weeks with a submittal date of mid February; and

WHEREAS, the scope of work is estimated to be completed in 90 days of award of the contract; and

WHEREAS, the performance period for this project ends on May 31, 2012, which requires that all activities must be completed and all funds disbursed; and,

WHEREAS, urgency in awarding the contract for construction of the EOC and assuring the contractor completes the work timely is imperative; and,

WHEREAS, any time delays may jeopardize the project funding resulting in the City incurring the cost for construction.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RIO VISTA hereby authorizes the City Manager to enter into and execute all contracts relative to the remodel of the EOC as show in the attached plan and specifications for a total amount of \$163,500.

PASSED, ADOPTED AND APPROVED this 2nd day of February 2012 the following roll call vote:

AYES: COUNCILMEMBERS _____
NOES: COUNCILMEMBERS _____
ABSENT: COUNCILMEMBERS _____
ABSTAIN: COUNCILMEMBERS _____

ATTEST:

Anna Olea-Moger, CMC
City Clerk