

**TO:** James L. App, City Manager  
**FROM:** Doug Monn, Public Works Director  
**SUBJECT:** Award Contract to Provide Concept Planning Services for Public Safety Training Center  
**DATE:** August 20, 2013

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**NEEDS:** For the City Council to consider awarding a contract to HMC Architects for concept planning services associated with a new Public Safety Training Center.

**FACTS:**

1. The City of Paso Robles holds title to a 12.56 acre parcel of land that was once the wastewater treatment plant for a State of California juvenile detention facility located in the area of Airport and Dry Creek Roads. A sewer plant, percolation ponds and miscellaneous temporary and permanent structures occupy the space.

Transfer of the property to the City was predicated on it being used for the purpose of developing an Emergency Services training facility.

2. The property is envisioned as the site of a state-of-the-art training facility for both emergency services and police personnel with construction planned in phases over the next five to ten years as revenues become available.
3. The future Public Safety Training Center will feature a steel fire training tower, urban search and rescue training props, a firing range, fitness course, K-9 training area, classroom and office space, and parking.
4. On May 9, 2013 the City issued an Invitation to Submit Statements of Qualifications and Proposals to provide concept planning services for a new public safety training center. Seven firms submitted proposals. All proposals were reviewed and ranked by a staff committee including: Chief Ken Johnson, Emergency Services; Lt. Tim Murphy, Police Department; Doug Monn, Public Works Director; and Freda Berman, Project Manager.
5. Proposals were evaluated based on stated RFP criteria. The selected firm must be able to demonstrate experience in providing innovative design solutions and space needs assessment in creating a conceptual site plan with associated construction and maintenance costs. The five highest ranking firms were invited to make a presentation to the review committee. Interviewed firms were:

Calpo Hom & Dong Architects  
HMC Architects  
Kruger Bensen Ziemer Architects

Mary McGrath Architects  
RRM Design Group

6. Government Code Section 4525 – 4529.5 and Public Contract Code Section 6100 – 6615 outline the requirements for evaluating proposals and negotiating final scope and fee with a professional consultant. The code states that engaging the services of a professional consultant must be based on qualifications first. Once a

firm is selected, the City may then negotiate the final scope and fee and enter a contract with the most qualified firm.

7. HMC Architects presented the most comprehensive proposal for concept design of the Public Safety Training Center.

**ANALYSIS &  
CONCLUSION:**

HMC Architects have included team members with national expertise in training center design of a similar type, scope and size. Moreover, the HMC proposal includes business planning – a full assessment of needs and users, a daily operations and management plan, and annual operations and maintenance cost estimate. Staff therefore recommends that HMC Architects be retained to provide the City with concept planning services.

**POLICY**

**REFERENCE:**

Government Code Section 4525 – 4529.5 and Public Contract Code Section 6100 – 6615.

**FISCAL IMPACT:**

Payment for the approved contract would be allocated from the Fire Impact Fees fund. Staff requests that a budget be established as follows:

Concept Planning Services fee	\$102,500.00
10% Contingency	<u>10,250.00</u>
	\$112,750.00

**OPTIONS:**

- a. Adopt Resolution No. 13-xx appropriating \$112,750.00 from Fire Impact Fees fund balance to Budget No. 212-910-5452-671 and authorize the City Manager to enter into a contract with HMC Architects in the amount of \$102,500.00.
- b. Amend, modify, or reject the above option.

Attachments

- 1) Resolution

RESOLUTION NO. 13-xxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES  
AWARDING THE CONTRACT TO PROVIDE CONCEPT PLANNING SERVICES FOR  
PUBLIC SAFETY TRAINING CENTER

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WHEREAS, the City of Paso Robles holds title to a parcel of land that was once the wastewater treatment plant for a State of California juvenile detention facility; and

WHEREAS, transfer of the property to the City was predicated on it being used for the purpose of developing an Emergency Services training facility; and

WHEREAS, on May 9, 2013, the City issued an Invitation to Submit Statements of Qualifications and Proposals to provide concept planning services for a new public safety training center; and

WHEREAS, seven firms submitted proposals; and

WHEREAS, based on proposal review, reflected scope of work, demonstrated experience and interviews, staff recommends that HMC Architects be retained to provide the City with concept planning services; and

WHEREAS, the Fire Impact Fees fund will cover concept planning costs as follows: design fee - \$102,500, contingency - \$10,250, for a total of \$112,750.

THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of El Paso de Robles does hereby approve a concept planning budget of \$112,750, funds being appropriated from the Fire Impact Fees fund balance to Budget No. 212-910-5452-671.

SECTION 2. The City Council does hereby authorize the City Manager to enter into a contract with HMC Architects in the amount of \$102,500.

PASSED AND ADOPTED by the City Council of the City of Paso Robles this 20<sup>th</sup> day of August 2013 by the following vote:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

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Duane Picanco, Mayor

ATTEST:

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Caryn Jackson, Deputy City Clerk