



**REPORT TO MAYOR AND CITY COUNCIL**

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: November 18, 2008

SUBJECT: Final Acceptance and Notice of Completion for MSC Interior  
Workspace Expansion, Project No. 07-25

**Report in Brief**

In March 2008, the City executed a construction contract with SW Allen Construction Inc., in the amount of \$265,163 for the MSC Workplace Expansion project. Final contract cost with change orders is \$293,391. The work was performed in accordance with the plans and specifications and is ready for acceptance by City Council.

Staff recommends City Council accept the MSC Workplace Expansion project as complete and authorize the City Clerk to file a Notice of Completion in the Office of the County Recorder.

**Background**

The City's continued growth has generated the need to accommodate additional staff, supplies and equipment. The Municipal Service Center (MSC) Workplace Expansion, Project No. 07-25, utilizes underused areas of the facility in order to accommodate expanded office space, locker facilities and meeting rooms for Public Works, Purchasing Division and Parks Division staff. This project was initially approved in the Capital Budget on February 20, 2007. The total project budget is \$440,000.

**Discussion**

The contractor began construction in April 2008 and finished in September 2008. The work included constructing approximately 2,900 SF of basic office space on an underused MSC loading dock. The new construction is comprised of 10 offices and 2 meeting/conference rooms for Public Works, Purchasing and Parks maintenance staff. This project also provides emergency exit lighting, floor markings, minor modifications to existing office areas, doorways and Americans with Disabilities Act (ADA) accessibility requirements. The original contract was awarded for \$265,163. Nine necessary change orders were issued in the amount of \$28,228. The final contract cost with change orders is \$293,391.

**Fiscal Impact**

The project is fully funded in the current Capital Budget and approved as part of the mid-year adjustments on December 4, 2007. The total budget is \$440,000, the contract amount of \$293,391 is within the available construction funding amount of \$308,000. Fund 510, General City Development Impact Fees funded the entire project. There is no impact to the General Fund.

**Public Contact**

Posting of the City Council agenda.

**Recommendation for Action**

Staff recommends City Council accept the MSC Workplace Expansion project as complete and authorize the City Clerk to file a Notice of Completion in the Office of the County Recorder.

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