

**MOORPARK CITY COUNCIL  
AGENDA REPORT****TO: Honorable City Council****FROM: Hugh R. Riley, Assistant City Manager** **DATE: July 12, 2006 (CC Meeting of 7/19/06)****SUBJECT: Consider Lease of Modular Office Space for Temporary City Hall Expansion and Improvements to Existing City Hall Office Buildings and Resolution Amending the Fiscal Year 2006/07 Budget to Fund the Improvements****DISCUSSION:**

On June 21, 2006, the City Council authorized lease of approximately 6,500 square feet of temporary office space in two, modular building units that would be located on the north end of the existing Civic Center site. The additional office space would provide the added benefit of making the existing Public Works Office building property at 798 Moorpark Avenue and the Engineering office property at 18 High Street available for redevelopment.

The largest of the two buildings proposed (a 60' X 72'- 4,320 sq. ft Unit) would house the Community Development Department, Building Safety, and Engineering contract staff as well as Public Works/City Engineer staff with an additional conference room and some additional unassigned office space for potential future expansion. The smaller building (a 36' X 60' – 2,160 sq. ft. Unit), would provide space for consolidation of development files, general supply storage, additional restrooms for staff use only, and a staff lounge or break room.

Staff distributed a request for bid proposals to six modular building suppliers and received three bids for a 42-month lease of these modular units including transport set-up, skirting, ramps and other minor modifications. Attachment 1 is a summary of the bids received. The low bidder was Mobile Modular Management Corporation of Riverside, CA with a combined monthly lease rate for both buildings of \$3,825 and the lowest delivery and set-up charges.

In addition to the lease, delivery and set-up costs, there will be costs to the City for design, site clearing, including the removal of a number of large trees, footings, ramps,

driveways, sidewalks, and utility connections. These costs are estimated to be approximately \$150,000 including contingencies.

Staff also recommends that certain improvements and upgrades be made to the existing City Hall and modular annex including new carpeting, painting and other minor modifications at an estimated cost of \$156,700. The proposed improvements are itemized in Attachment 2.

The total project costs are summarized below:

Lease for 10 Months-	\$ 38,250
Delivery, set-up, ramps steps, building floor plan modifications	\$ 154,000
Engineering, site clearance, grading utilities, sidewalks and driveways	\$ 150,000
City Hall Improvements	<u>\$ 156,700</u>
Subtotal	\$ 498,950
Contingencies	\$ 50,000
TOTAL BUDGET REQUEST	\$ 548,950

These costs would be funded from the General Fund Reserve.

**STAFF RECOMMENDATION (ROLL CALL VOTE REQUIRED)**

Authorize Lease of Modular Office Buildings and Related Delivery, Set-up and Modification Expenses from Mobile Modular Management Corporation, Authorize Improvements to the Existing City Hall and City Hall Annex and, Adopt Resolution 2006-\_\_ Amending the 2006-2007 Budget.

- Attachments:
1. Summary of Bid Proposals for Modular Building Lease
  2. Improvements to Existing City Hall and Annex
  3. Resolution 2006-\_\_

## PROPOSAL DETAILS

<u>BUILDING A</u>	William Scotsman	Mobile Modular	GE Modular Space
Mo. Lease Rate	4,328	2,550	3,736
Total 42- Mo	181,776	107,100	156,912
<b><u>Delivery to Moorpark</u></b>			
Delivery:	3,150	3,263	16,884
Block/Level:	10,790	5,250	61,749
Return Delivery:	4,554	3,752	4,284
Dismantle:	10,790	4,455	38,259
Skirting:	4,732	3,495	4,752
Wind/Seismic Restraint:	5,976	6,750	Included
Install Ramps/Steps, Etc:	Not Incl.*	84,625	100,313
Permits and Licenses	Not Incl.*	330	24,000
Floor Plan Modifications	Not Incl.*	12,865	Included w/ Block/Level
 TOTAL BUILDING A SET-UP	 NA	 124,785	 250,241
<b><u>BUILDING B</u></b>			
Mo. Lease Rate	3,330	1,275	1,584
Total 42- Mo	139,860	53,550	66,528
<b><u>Deliver to Moorpark</u></b>			
Delivery:	1,575	1,631	2,142
Block/Level:	4,200	2,625	39,087
Return Delivery:	2,277	1,875	2,142
Dismantle:	4,200	2,063	5,850
Skirting:	3,456	2,422	Included
Wind/Seismic Restraint:	2,490	2,475	Included
Install/dismantle Ramps:	Not Incl.*	See Above	See Above
Permits and Licenses:	Not Incl.*	165	23,250
Floor Plan Modifications	Not Incl.*	15,958	Included w/ Block/Level
 TOTAL BUILDING B SET-UP	 NA	 29,214	 72,471

\* Proposal Not Responsive

## SUMMARY

TOTAL LEASE 42 Months	William Scotsman	Mobile Modular	GE Modular Space
	321,636	160,650	223,440
Delivery, Set-up, Ramps Steps, Building Floor Plan Modifications	N/A	153,999	322,712
TOTAL PROPOSAL 42- Month Lease	N/A	<b>314,649</b>	546,152

## RECOMMENDED IMPROVEMENTS

### City Hall

1. New carpeting Tiles	\$15,000.00
2. Replace 2 HVAC Air Handlers/HVAC units	\$40,000.00
3. Up-grade electrical demand to computer room	\$ 7,500.00
4. Roof / leaks repairs	\$ 25,000.00
5. Mold inspection and repair	\$ 3,000.00
6. Ceiling tile and T-bar replacement	\$ 5,000.00
7. Parking Lot asphalt repair/ resurfacing	\$ 25,000.00
8. New Front and N/S doors (4)	\$ 5,000.00
9. Replace rain gutters	\$ 6,000.00
10. Replace all windows to a dual glaze low 'E' to create a better temperature efficiency atmosphere, cost savings on Heat/AC	\$ 15,000.00  \$ 7,000.00
11. Retrofit existing lighting, changing out ballast kits, to t-8 light bulb, higher energy efficiency	
12. Clean tile and grout	\$ 450.00
13. New window blinds	\$ 2,500.00

**SUBTOTAL \$ 131,450.00**

### Annex

1. Roof Repairs	\$ 5,000.00
2. Mold inspection and repair	\$ 2,000.00
3. Replace decaying bottom skirt	\$ 5,000.00
4. Replace Windows to reseal leaks	\$ 3,500.00
5. Add Rain gutters	\$ 1,500.00
6. New carpeting	\$ 7,500.00
7. Repaint ramp	\$ 750.00

**SUBTOTAL \$ 25,250.00**

**TOTAL \$ 156,700.00**

**ATTACHMENT 2**

**000219**

### ATTACHMENT 3

RESOLUTION NO. 2006 - \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE FY 2006/2007 BUDGET BY ALLOCATING \$548,950 FROM THE GENERAL FUND FOR TEMPORARY MODULAR BUILDINGS AND IMPROVEMENTS TO THE EXISTING CITY HALL BUILDING.

WHEREAS, on June 21, 2006, the City Council adopted the budget for Fiscal Year 2006/2007; and

WHEREAS, on June 21, 2006, the City Council authorized the lease of modular office space for a temporary expansion of City Hall; and

WHEREAS, on July 19, 2006, the City Council also authorized certain improvements to the existing City Hall office buildings; and

WHEREAS, a budget amendment is required to fund this project.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That a budget amendment in the amount of \$548,950, as described in Exhibit "A" attached hereto, is hereby approved.

SECTION 2. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original Resolutions.

PASSED AND ADOPTED this 19th day of July, 2006.

\_\_\_\_\_  
Patrick Hunter, Mayor

ATTEST:

\_\_\_\_\_  
Deborah S. Traffenstedt, City Clerk

000220

**EXHIBIT A**

**BUDGET AMENDMENT FOR  
CITY MANAGER'S DEPARTMENT  
FACILITIES DIVISION  
FY 2006-07**

**FUND ALLOCATION FROM:**

<b>Fund</b>	<b>Account Number</b>	<b>Amount</b>
General Fund	1000-5500	\$ 548,950.00
Total		\$ 548,950.00

**DISTRIBUTION OF APPROPRIATION TO EXPENSE ACCOUNTS:**

<b>Account Number</b>	<b>Current Budget</b>	<b>Revision</b>	<b>Amended Budget</b>
1000.2100.2012.9212	\$ -	\$ 38,250.00	\$ 38,250.00
1000.2100.2012.9632	\$ -	\$ 154,000.00	\$ 154,000.00
1000.2100.2012.9601	\$ -	\$ 200,000.00	\$ 200,000.00
1000.7620.2012.9252	\$ -	\$ 156,700.00	\$ 156,700.00
Total	\$ -	\$ 548,950.00	\$ 548,950.00

Approved as to Form:



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