

RESOLUTION NO. 17-13

**CITY OF MILLBRAE, COUNTY OF SAN MATEO
STATE OF CALIFORNIA**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLBRAE
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT WITH GROUP 4 ARCHITECTURE, RESEARCH +
PLANNING, INC. OF SOUTH SAN FRANCISCO IN AN AMOUNT NOT TO
EXCEED \$246,393 AND ADOPTING A BUDGET FOR THE COMMUNITY
CENTER FUND.**

WHEREAS, on July 21, 2016, the City's Community Center was destroyed by fire; and

WHEREAS, the City's recovery process began immediately and will conclude in 2017 with the demolition of the structure, the completion of an interim community center in a temporary, modular building, and settlement of insurance claims; and

WHEREAS, the City Council, the Parks & Recreation Commission, and the staff have expressed their desire to seize the opportunity created by the fire to meet the community's current needs and aspirations by rebuilding a modern replacement community center (Project); and

WHEREAS, the City Council, the Parks & Recreation Commission, and the staff have elicited substantial community input about programmatic and facility needs; and

WHEREAS, on January 6, 2017, the City issued a Request for Qualifications (RFQ) for architectural design and planning services for the Project, consistent with the law governing procurement of professional design services; and

WHEREAS, on February 24, 2017, pursuant to the procedure described in the RFQ, the City's Selection Committee interviewed four qualified architectural and planning firms and found that Group 4 Architecture, Research + Planning, Inc. (Group 4) was the top-ranked best qualified firm; and

WHEREAS, staff has negotiated a professional services agreement with Group 4, based on their submitted work plan, schedule and cost proposal; and

WHEREAS, time is of the essence to commence the master planning and public engagement effort so needs may be assessed, options explored and vetted, public participation maximized, and recommendations brought forward in the Fall of 2017; and

WHEREAS, the City Council previously adopted a budget for the City of Millbrae for Fiscal Year 2016-17; and

WHEREAS, the Project was not included in the adopted budget because the fire occurred after the budget was adopted, and staff now recommends that the Council amend the Fiscal Year 2016 – 2017 budget as detailed in Exhibit A to this Resolution, Amendment to the City of Millbrae Operating and Capital Budget for Fiscal Year 2016 – 2017 - Community Center Fund.

NOW, THEREFORE BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF MILLBRAE authorizes the City Manager to execute a professional services agreement with Group 4 Architecture, Research + Planning, Inc. of South San Francisco in an amount not to exceed \$246,393 for architectural design and planning services for the Millbrae Community Center Rebuild Project; and adopts a budget for the Community Center Fund as delineated in Exhibit A to the Resolution.

REGULARLY PASSED AND ADOPTED this 28th day of March, 2017.



Mayor


ATTEST:



City Clerk

I do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Millbrae this 28th day March 2017, by the following vote:

AYES:	COUNCILMEMBERS:	Holober, Papan, Lee, and Oliva
NOES:	COUNCILMEMBERS:	Schneider
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
EXCUSED:	COUNCILMEMBERS:	None



CITY CLERK

EXHIBIT A TO RESOLUTION 17-13

City Council Meeting of March 28, 2017

Amendments to City of Millbrae Operating and Capital Budget
Fiscal Year 2016 – 2017

Community Center Fund

Revenue	Increase (Decrease)	
Property Tax	\$	-
Other Taxes	\$	-
Franchise Fees	\$	-
Transient Occupancy Tax (TOT or Hotel Tax)	\$	-
Permits	\$	-
Revenue from Other Agencies (County, State, Federal)	\$	-
Planning and Engineering Fees	\$	-
Public Safety Charges	\$	-
	\$	-
Insurance Policy - Partial Proof of Loss (Advance, partial payments)	\$	3,735,674
Total Revenue Increases (Reductions)	\$	3,735,674

Expense	Increase (Decrease)	
Personnel Costs	\$	-
Services	\$	599,536
Capital Expenses	\$	1,996,895
Total Expense Increases (Reductions)	\$	2,596,431