



# TOWN OF FAIRFAX

## STAFF REPORT

### December 18, 2019

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager *GT*

**SUBJECT:** Authorize the Town Manager to retain a contractor to build the replacement bus shelter located in the Parkade

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*(CONTINUED FROM THE DECEMBER 4, 2019 TOWN COUNCIL MEETING)*

#### **RECOMMENDATION**

- 1) Authorize the Town Manager to retain a contractor, in an amount not to exceed \$60,000, to build the replacement bus shelter located in the Parkade
- 2) Authorize a contingency reserve of \$10,000 for unforeseen field conditions.
- 3) Appropriate \$70,000 into CIP Fund 53-894 from General Fund reserves

#### **BACKGROUND**

At the November meeting, staff reported that we have been working with a volunteer, John Romaidis, to design the bus shelter for the Parkade. The shelter design has been completed. A licensed architect prepared drawings based on Mr. Romaidis's design. The architect's estimate was that the shelter would cost between \$68,000 to \$83,000 to construct. The estimate does include material cost and the added cost of reinforced concrete footings to support the shelter. We estimate the cost of materials (cedar) to range between \$10,000 to \$15,000.

The original intent of Mr. Romaidis was that he would take time off work to coordinate volunteer contractors to construct the shelter. We indicated that this project would be very time consuming and that it would be more efficient to retain a contractor to construct the shelter with Mr. Romaidis serving in an advisory role during construction.

At the Council meeting, staff provided the information below for Council consideration:

- 1) If the project exceeds \$60,000, we are required to formally bid the project out which will require some time.
- 2) Revisit the concept of volunteers constructing the shelter with components such as the footings and cutting the wood being performed by a contractor retained by the Town.
- 3) We can try to value-engineer the structure.
- 4) Should the Town install a temporary shelter, if a permanent shelter cannot be constructed by the beginning of January 2020?
- 5) There are pre-cut wooden structures that could be used as bus shelters at a significantly reduced cost.

## **DISCUSSION**

At the November meeting, Mr. Romaidis presented his design concept which is based on a historical photo of a train station shelter located at the Parkade. The Council supported the design concept and proceeding with the project. The Council indicated they would like some type of weatherization element for the shelter to protect users during the rainy season and a temporary shelter for transit users while the shelter is being constructed.

Staff recommends the Council authorize staff to proceed and we'll work with Mr. Romaidis on the type of weatherization element that seems the most practical. At this time, staff believes that clear vinyl panels/curtains that are used by restaurants in their outdoor seating areas may be the best approach for ease of installation and removal and less prone to vandalism. With regard to value engineering, staff would also work closely with Mr. Romaidis and the architect on possible cost savings that do not significantly affect the durability and aesthetics of the project.

At the meeting, Mr. Romaidis will provide an update to the Council regarding his weatherization research, his thoughts regarding a role for volunteers to assist with such tasks as roofing and painting, costs, contractor availability, and other issues at the Council meeting. With respect to design, it should be noted that staff will also be working with Marin Transit (MTA) to meet their facility needs in order to receive MTA's \$10,000 contribution. The MTA assistance may necessitate some minor revisions to the design such as bench location.

While there is a temporary bus shelter (e.g., weighed down pop-up tent) installed on the pad, this temporary shelter will need to move during construction. The new location will most likely require the loss of a couple of parking spaces since it cannot be located in the construction area. The contractor may also need a staging area during construction that would require the loss of a couple spaces during the day. We would ask the contractor to reopen the spaces in the evening, if possible. The Council may also want to comment on the type of desired temporary shelter should the contractor not be able to proceed until February/March 2020.

We have received one estimate for under \$60,000 from a contractor that Mr. Romaidis has worked with in the past. With the Council's approval, staff would move forward with the project.

## **FISCAL IMPACT**

The Marin Transit Authority has offered to contribute \$10,000 towards the \$60,000 project, but the shelter will need to meet MTA's access/facility requirements. Staff anticipates that there may be mid-year budget savings that can be used to offset the cost of the project.

## **ATTACHMENTS**

- A. Drawings
- B. Historical Photo