



CITY OF

NEWPORT BEACH

City Council Staff Report

April 15, 2025
Agenda Item No. 8

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Approval of Professional Services Agreement with Griffin Structures, Inc. for the Fire Station No. 1 / Balboa Branch Library Construction Management (Project 23F12)

ABSTRACT:

The Public Works Department solicited proposals from qualified firms for construction management for the Fire Station No. 1 / Balboa Branch Library replacement project. Twenty firms submitted proposals. After a review of the proposals, Griffin Structures, Inc. of Irvine, was determined to be the most qualified to provide the requested construction management services for the project.

RECOMMENDATIONS:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Approve a Professional Services Agreement with Griffin Structures, Inc. for the Fire Station No. 1 / Balboa Branch Library project construction management contract for a total not-to-exceed amount of \$1,220,750, and authorize the Mayor and City Clerk to execute the agreement.

DISCUSSION:

The existing Balboa Branch Library and Fire Station No. 1 are located at 100 and 110 Balboa Boulevard, respectively. The existing library was constructed in 1929 and has undergone several expansions and rehabilitations over the years. The library is currently a series of several rooms that add up to approximately 4,500 square feet; including about 360 square feet dedicated to historical society displays. The fire station was built in 1962 and houses three fire personnel in its approximately 3,400 square feet. The entire site is approximately 24,000 square feet.

Both facilities were evaluated as part of the 2021 Facility Condition Assessment and rated as being in poor condition due to environmental and age-related deterioration.

On January 10, 2023, the City Council awarded a professional services agreement to COAR Design Group (COAR) for the design of the replacement facility. COAR worked with various City of Newport Beach departments and an ad hoc committee of the Board of Library Trustees to design a concept, layout and initial themes. These themes were presented to the full Board of Library Trustees and the Parks, Beaches and Recreation Commission.

After incorporating suggestions from public feedback received on the concepts, the themes were presented to the City Council on May 14, 2024. The Council approved proceeding with preparation of building plans for Concept 1A.

The building plans are approximately 60 percent completed at this time and staff has started the building permitting process. It is generally preferred at this stage to award the construction management contract prior to soliciting for bids so the bidding documents can be reviewed for constructability and budget accountability. The construction management firm will team with City staff and the design consultant in preparing the project for bidding. Following the bidding process, the construction manager will continue assisting the City with management and oversight of construction and post-construction activities.

The project is scheduled to go to bid in late Summer 2025 with construction beginning in Fall 2025. The construction duration is expected to be 18 months. With that, staff recently issued a Request for Proposals (RFP) to provide construction management services for the Fire Station No. 1 / Balboa Branch Library project.

A total of 20 proposals were received. The proposals were evaluated by staff and 12 of these proposals earned a minimum of 70% for an average technical score. The top three firms were contacted and interviewed to gain further insight into their approach, staffing and technical capabilities. Griffin Structures (Griffin) emerged from the evaluation process as the highest rated firm. The resulting scoring is as follows:

PROPOSER	TOTAL SCORE (Out of 300)	OVERALL RANK
Griffin Structures, Inc.	279	1
PMCS Group, Inc.	258	2
Tynan Group, Inc.	252	3
Anser Advisory	247	4
STV Construction, Inc.	241	5
Cumming Management Group, Inc.	237	6
Vanir Construction Management, Inc.	235	7
Safework, Inc.	234	8
Hoch Consulting	231	9
Willdan Engineering	225	10
Nexgen Construction Management	224	11
Interwest Consulting Group, Inc.	218	12

Griffin has completed a wide range of projects including those with a very similar scope to the fire station / library replacement project. Griffin has previously demonstrated a strong commitment to cost and schedule control.

Griffin's experience includes libraries and community centers in Yorba Linda, Santa Ana, Santa Clarita, Salinas, and Tustin. Its experience with public safety projects includes facilities in Orange, Buena Park, Manhattan Beach, Tustin and Carlsbad. Griffin's local experience has included the construction management of Marina Park and Witte Hall, which is currently under construction.

The negotiated fee is approximately 7.6% of the estimated construction cost, which is in line with industry standards on projects of this scale.

The proposed construction management services scope of work includes, but is not limited to the following:

- Provide design and constructability reviews of the bid packages
- Assist with public bidding, including the pre-qualification of bidders and award process
- Conduct all on-site administration, observation and management
- Continually manage the project construction cost and schedule
- Provide quality assurance and quality control
- Administer and document weekly construction coordination meetings with the contractor, design consultants, and City
- Review payment invoices, change orders and facilitate negotiations
- Manage, track, follow-up, and close-out all Requests for Information (RFIs) related to design clarifications, material submittals, approvals, etc.
- Analyze and update the construction schedule and coordinate phasing plans
- Provide post-construction services, including construction punch-list management and completion
- Oversee substantial and final completion processes, and project acceptance and close-out.

FISCAL IMPACT:

The adopted Capital Improvement Program budget includes sufficient funding for this service. It will be expensed to CIP Balboa Library/Fire Station No.1 replacement project budget, 53201-980000-23F12. Funding for the project is from the Facilities Financial Plan (FFP) fund. The FFP is a long-term financial plan to fund the construction and or renovation of significant community serving facilities. The consultant's proposed not-to-exceed fee for construction management services is \$1,220,750.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENTS:

Attachment A – Location Map

Attachment B – Professional Services Agreement