

TOWN OF WINDSOR AGENDA REPORT

Joint Windsor Town Council, Windsor Redevelopment Successor Agency and Windsor Water District Meeting Date: July 19, 2023

To: Mayor and Town Council
From: Tim Ricard, Economic Development Manager
Subject: Professional Services Agreement with ZFA Structural Engineers

Recommendation to Council:

Approve a Professional Services Agreement with ZFA Structural Engineers for seismic and structural evaluation services in the amount of \$81,000 and authorize the Town Manager to execute said agreement on behalf of the Town.

Strategic Plan Element:

The recommended action supports the goals of Infrastructure and Organizational Effectiveness. Goal Statement: Through a lens of sustainability and innovation, invest in the Town's infrastructure and public facilities to meet the needs of future generations. Goal Statement: Achieve a high performing organization by nurturing an engaged workforce committed to a shared vision of public service.

Background:

In April 2023, the Town issued a Request for Proposals (RFP) for professional services to conduct a seismic and structural evaluation of four buildings owned by the Town. These buildings, located at 9291 Old Redwood Highway, include Building 100 (Library), Building 200 (Huerta Gym and a few offices), Building 300 (Police Station and offices), and Building 400 (Council Chambers and offices).

All the buildings were constructed in 1969, with the exception of the library which was constructed in 1990. Collectively these buildings provide approximately 35,000 sq ft of office and civic space and are integral to Town government and community functions.

The primary objective of this evaluation is to identify potential risks and vulnerabilities in the buildings and provide recommendations or options for mitigating these risks to meet current building standards. The evaluation will also include a feasibility and cost analysis of potential building upgrades and improvements (including potential for a second story) as compared to new construction. Additionally, the evaluation will assess the long-term feasibility and upgrade potential of these buildings to guide the Town in its space, facility, and community planning efforts.

Discussion:

After a thorough evaluation of the proposals received, ZFA Structural Engineers has been selected as the preferred consultant for this project. They have demonstrated extensive experience and qualifications in seismic and structural evaluations, including similar projects in Sonoma and Napa Counties. Their proposed approach aligns with the Town's objectives, and they have provided a comprehensive work plan.

ZFA will perform a site visit to verify the existing conditions of the buildings and conduct the necessary structural evaluations in accordance with ASCE 41-17 standards. This will include Tier 1 and Tier 2

evaluations to assess the performance levels and identify any deficiencies or upgrades required for each building. The consultant will develop a computer model of the structures to evaluate the seismic response and assist in assessing the identified issues.

Upon completion of the evaluations, ZFA Structural Engineers will prepare a detailed report of the findings, which will be stamped by a licensed Structural Engineer in the state of California. The report will include recommendations for building upgrades, cost analysis, and long-term feasibility considerations to guide the Town in its space, facility, and community planning efforts.

This report will be presented to the Town Council upon completion which is expected to be fall 2023.

Fiscal Impact:

The proposed Professional Services Agreement with ZFA Structural Engineers will have a fiscal impact of \$81,000. The necessary funds are available in the appropriate budget allocation for this project.

Environmental Review:

The recommended action does not constitute a “project” within the meaning of California Environmental Quality Act (CEQA) Guidelines Section 15378 and requires no environmental review.

Attachment(s):

1. Professional Services Agreement with ZFA Structural Engineers
 2. Additional Attachment - Scope of Services for Civic Center Evaluation
 3. Additional Attachment - Scope of Services for Seismic and Structural Review
- 10.9 Revised Agreement (Distributed 2023-07-17)

Prepared by:

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Economic Development Manager

Reviewed by:

Jeneen Petersen
Administrative Services Director

Recommended by:

Jon Davis
Town Manager