TO:          HONORABLE CITY COUNCIL
FROM:  BRAD EGGLESTON, DIRECTOR OF PUBLIC WORKS
DATE:   2/3/2020
SUBJECT: AGENDA ITEM NUMBER 8 - APPROVAL OF AMENDMENT NUMBER 3 TO CONTRACT NUMBER C16161210 WITH SHAH KAWASAKI ARCHITECTS, INC., TO ADD A NOT-TO-EXCEED AMOUNT OF $102,141 TO PROVIDE CONTINUED CONSTRUCTION ADMINISTRATION AND LEED CERTIFICATION SERVICES FOR THE FIRE STATION 3 REPLACEMENT PROJECT (PE-15003), FOR A NEW TOTAL NOT-TO-EXCEED AMOUNT OF $916,383

This additional information is provided to help clarify the roles of the architect and the general contractor in the Fire Station 3 project.

Architectural services relating to any building construction project involve a significant construction administration phase during the actual construction work. Shaw Kawasaki Architects provides these services for the Fire Station 3 project. Shaw Kawasaki Architects is fully independent from the general contractor.

The general contractor is responsible for constructing the project under the City’s construction contract at a set price and within a specified number of days. Strawn Construction, the general contractor for the Fire Station 3 project, self-performs some of the construction work and also has 22 listed subcontractors who are under contract with Strawn to perform specific scopes of work.

The time and materials budgets for architectural services were set with an expectation that the construction would finish on time. When construction is delayed, the budget for these services needs to be increased and the time period extended to a new expected completion date. Palo Alto’s standard construction contract template includes a provision for Liquidated Damages to cover extra costs that are expected due to delay. In the case of Fire Station 3, the established amount for Liquidated Damages is $1,500 per day.
Brad Eggleston  
Director of Public Works

Ed Shikada  
City Manager