



STAFF REPORT

AGENDA NO: 9h

MEETING DATE: February 2, 2026

To: Honorable Mayor and City Council

Date: February 2, 2026

**From: Lisa Goldman, City Manager – (650) 558-7204
Jeremy Kirshner, Deputy City Manager – (650) 558-7229**

Subject: Adoption of a Resolution Selecting Swinerton Builders, with a Base Bid of \$3,714,000 and Add Alternate of \$985,055, as the Lowest Responsive and Responsible Bidder for the Burlingame City Hall Tenant Improvement Project at 1440 Chapin Avenue

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution selecting Swinerton Builders, with a base bid of \$3,714,000 and bid alternate of \$985,055, as the lowest responsive and responsible bidder for the Burlingame City Hall Tenant Improvement Project at 1440 Chapin Avenue

BACKGROUND

On February 18, 2025, the City Council adopted Resolution No. 015-2025, which authorized the City Manager to negotiate and execute a Lease Agreement, Purchase and Sale Agreement, and Tenant Improvement Agreement with the owners of 1440 Chapin Avenue; the building will serve as the City's new City Hall.

Pursuant to the Lease Agreement, the City's leased premises include the entire third floor of the building, which totals 21,118 square feet. Additionally, the City's lease includes one suite on the first floor with a total of 2,288 square feet, now occupied by Pure Barre, and one suite on the second floor with a total of 3,116 square feet.

In March 2025, the City retained Group 4 Architecture, Research + Planning, Inc. (Group 4) to complete schematic designs, construction documents, and wayfinding signage for the Burlingame City Hall Tenant Improvement Project (the Project) at 1440 Chapin Avenue. In November 2025, Group 4 completed the construction documents, which the City and the building owners subsequently approved.

The Burlingame City Hall Tenant Improvement Project (the Project) consists of demolishing several existing walls, as well as installing new walls, electrical conduit and wiring, new carpets, lighting, and other related work.

DISCUSSION

Pursuant to the Tenant Improvement Agreement, the building owners were required to advertise the Project for bid, which occurred on December 9, 2025. Three firms submitted bids, which were opened on January 23, 2026. The three base bids, covering all work on the third floor, ranged from \$3,714,000 to \$5,063,841. Swinerton Builders is the lowest responsible bidder with its bid amount of \$3,714,000. The owners also received three add alternate bids covering work in one suite on the second floor; these add alternates ranged from \$744,844 to \$985,055. Although Swinerton Builders had the highest add alternate bid of \$985,055, the lowest bid is calculated only from base bids, thus making Swinerton the successful bidder. Swinerton has met all the Project requirements and has a past history of successful construction work for public agencies and private entities in the Bay Area.

Pursuant to Section 4.1 of the Tenant Improvement Agreement, the City and building owners are required to “mutually select the lowest responsive and responsible bidder” for the Project, though only the building owner will execute a construction contract with the selected contractor; the City will not be a party to the construction contract.

Construction is scheduled to begin in February 2026 and is expected to be completed by August 2026.

FISCAL IMPACT

Estimated Project Expenditures:

The following are the estimated project construction expenditures:

Construction (Base Bid)	\$3,714,000
Construction (Add Alternative)	\$985,055
Construction Architecture and Engineering Support Services	\$194,600
Construction Management and Inspection Services	\$205,000
Contingencies (15%)	\$704,855.25
Total	\$5,803,510.25

Funding Availability:

There are adequate funds available in the Landlord Tenant Improvement Allowance and the City’s FY 2025-26 Capital Improvement Program to complete the Project.

Exhibits:

- Resolution
- Bid Summary
- New City Hall Floor Plans