



STAFF REPORT

AGENDA NO: 9d

MEETING DATE: April 7, 2025

To: Honorable Mayor and City Council

Date: April 7, 2025

**From: Syed Murtuza, Director of Public Works – (650) 558-7230
Weizhi Cheng, Senior Civil Engineer – (650) 558-7258**

Subject: Adoption of Resolutions Awarding a Construction Contract to T&S Intermodal Maintenance, Inc., DBA T&S West Construction, in a Not-to-Exceed Amount of \$194,210.32, for the Central County Fire Department (CCFD) Fire Station 36 Bathroom Remodel and Accessibility Upgrade, City Project No. 87090; and Authorizing the City Manager to Execute a Memorandum of Understanding (MOU) with CCFD for Project Cost Reimbursement

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolutions as follows:

1. Award a construction contract to T&S Intermodal Maintenance, Inc. DBA T&S West (T&S West Construction), in an amount not-to-exceed \$194,210.32, for the CCFD Fire Station 36 Bathroom Remodel and Accessibility Upgrade, City Project No. 87090; and
2. Authorize the City Manager to execute a MOU with the CCFD for reimbursement of 58% of the total project cost.

BACKGROUND

Fire Station 36 currently functions as an administrative building for CCFD. In 2024, CCFD received a Staffing for Adequate Fire and Emergency Response (SAFER) Grant from FEMA, allowing the hiring of additional firefighters to enhance the department's emergency response capabilities. As a condition of the grant, the administrative building must be converted into an active fire station by July 1, 2025.

In November 2024, CCFD and City staff collaborated to define the project scope, ensuring that Fire Station 36 undergoes the necessary improvements to provide a safe and functional working environment for firefighters. Renovations will take place while the station remains operational, with no expected impact on emergency response times. Planned improvements include:

- Full renovation of two existing bathrooms, including upgraded wall paint, flooring, plumbing, lighting fixtures, vanity sinks, shower enclosures, and water and sewer fixtures.

- Conversion of both bathrooms into single-user, all-gender facilities, with one redesigned to meet ADA accessibility standards.
- Hazard abatement to remove lead-based paint and asbestos flooring in the bathrooms, hallway, and locker rooms.
- Installation of new flooring and fresh wall paint in the hallway and locker rooms.

DISCUSSION

Construction Contract Award

Staff engaged Gordian, a Sourcewell-approved project management and contractor sourcing firm, through the Sourcewell General Services Cooperative Agreement. T&S West Construction holds a multiyear contract under the Sourcewell General Services Cooperative Purchasing Agreement (Contract Number CA-R3-GB01-123021-TSW), providing general building and construction services at competitive rates to Sourcewell members across California. Selecting a contractor with a Sourcewell contract ensures compliance with the City of Burlingame's procurement policies.

Project plans and specifications were developed and submitted to Gordian in February 2025. A job walk was conducted the same month with City staff, CCFD staff, and T&S West Construction. Following this, T&S West Construction submitted a bid proposal through Gordian in the amount of \$194,210.32. City and CCFD staff reviewed the proposal and determined it to be suitable for the project's needs. Additionally, T&S West Construction has successfully completed a similar remodel project for the City in the past. Given these factors, staff recommends that the City Council award the construction contract to T&S West Construction.

In addition to the remodeling work, staff is coordinating separately with a hazard abatement contractor to safely remove asbestos and lead paint. Construction will commence as soon as the hazard abatement is complete and is expected to be finished by July 2025.

Cost Reimbursement MOU with CCFD

City staff and CCFD staff collaborated to develop the project plans and estimated project costs and developed the attached MOU. The key elements of the MOU include the following:

- The cost reimbursement MOU is established under the framework of the 2018 Amended Joint Powers Agreement among CCFD's member agencies.
- The MOU outlines the respective project responsibilities of the City and CCFD.
- The estimated project cost of \$330,000 includes expenses for engineering design, permitting, construction, construction management and inspection, construction contingencies, and City engineering administration, including associated staff time.
- CCFD will reimburse the City for 58% of the total project cost, while the City will cover the remaining 42%, representing its share of the project.

Converting Fire Station 36 from an administrative building into an active fire station will provide significant benefits to the department and its member agencies. Currently, no fire station is located east of the Caltrain railroad tracks, requiring emergency responses in that area to come from Fire Station 34 on California Drive. This response is often subject to delays caused by Caltrain crossing

gates and traffic congestion. Activating Fire Station 36 will greatly enhance emergency response times for the east side of the tracks, including residential neighborhoods, the industrial district along Rollins Road, U.S. Highway 101, and major hotels and developments near the Bayshore and Millbrae border.

FISCAL IMPACT

The following are the estimated Project costs:

Architectural Design	\$14,297
Permitting	\$3,337
T&S West Construction Cost	\$194,211
Hazard Abatement Construction Cost	\$33,467
Construction Management and Inspection	\$20,000
Construction Contingencies (20%)	\$49,536
Engineering Administration and Staff time	\$15,152
Total	\$330,000

Based on the terms of the attached MOU and the estimated project costs, CCFD's share is approximately \$191,400 (which will be split between the Town of Hillsborough and the City of Millbrae), while the City of Burlingame's share is estimated at \$138,600. Final costs for each agency may vary depending on actual project expenses upon completion. The City Council has already approved the mid-year CIP budget adjustment for this project, and sufficient funding is available in the CIP project account.

Exhibits:

- Resolution – Construction Contract Award
- Construction Contract
- Exhibit A to Construction Contract – Invitation for Bids (Sourcewell)
- Exhibit B to Construction Contract – Contractor Proposal (Sourcewell)
- Exhibit C to Construction Contract – Technical Specifications (Sourcewell)
- T&S West Construction Sourcewell Contract + Associated Extensions
- Resolution – CCFD MOU
- CCFD MOU
- Project Location Map