

*We are a welcoming, active and business-friendly rural  
foothill community built on California's rich gold rush history.*



**City Manager's Report**  
**February 13, 2024, City Council Meeting**  
**Prepared by: Melissa McConnell, Interim City Engineer**  
**Item #: 12.5**

**Subject:** Consider authorizing staff to release a Request for Proposals for consulting services for the Public Safety Building Environmental Clearance and Conceptual Design Project (CIP #42310).

---

**Recommendation:** Adopt a Resolution:

1. Authorizing staff to release a Request for Proposals for consulting services for the Public Safety Building Environmental Clearance and Conceptual Design Project (CIP #42310).

**Purpose:** The purpose of this item is to authorize staff to release a Request for Proposals for engineering, environmental, and right of way services.

**Strategic Plan Strategy:** Infrastructure – Update and Maintain City Owned Infrastructure

**Background:** On April 7, 2021, the public safety team, consisting of Placerville Police Department (Police) and the El Dorado County Fire Protection District (Fire) received joint approval from their elected officials to develop a needs assessment that considers, not only the existing facility needs and future facility needs, but also opened the broader discussion of the unmet and crucial needs of each facility. A contract to Dewberry Architects, Inc. was awarded at that meeting for the Public Safety Building Needs Assessment (CIP #42020).

The Public Safety Needs Assessment Study was initiated and the report found that:

1. Options to renovate and expand either facility fail to meet the current and future staffing needs, code requirements, equipment sizing, storage, and basic operational needs of both Police and Fire.
2. A joint public safety facility offers a multitude of operational, functional, and community benefits by efficiently using space that serves both Police and Fire while enhancing community services and controlling construction costs through value-engineering design.

At a joint City Council/EDC Fire Protection District Special Meeting held on November 29, 2022, the final report was received, filed, and staff was directed to continue the pursuit of funding opportunities and initiate project delivery including environmental clearance, right of way and design for combined Police and Fire Public Safety Facility at a new site. The Space Needs Assessment & Feasibility Study identified the vacant 48.3 acre parcel between Placerville Drive and Ray Lawyer Drive (APN 323-040-016) that provides a feasible location for the Public Safety Facility. The new site will need 5+ acres when all needs (main building, parking lots, evidence and equipment storage, safety setbacks, large vehicle circulation, training, etc.) are taken into consideration along with topography.

Subsequently, the Public Safety Building Environmental Clearance and Conceptual Design Project (CIP #42310) was developed as part of the Fiscal Year 2022-2023 Capital Improvement Program Budget.

In 2023, the El Dorado County Fire Protection District (Fire District) applied for and was awarded a pass-through grant from the California Governor’s Office of Emergency Services (CalOES) in the amount of \$1,000,000 for “land acquisition for the Placerville Combined Fire and Police Public Safety Building”.

Staff has determined that it is necessary to procure consulting services for a consulting engineering team to take the necessary steps towards purchasing land for the Public Safety Facility. The consulting services will include further development of the site evaluation to ensure that the final site recommended for purchase is viable for the development. The consultant’s scope of work will include, but not be limited to: environmental analysis, conceptual site design, and right of way engineering/real estate services. It is anticipated that the consultant’s work will include three phases:

1. The Site Evaluation Process will analyze the proposed parcel and determine if there are any considerations, including environmental, planning, and soils evaluation that would prohibit the City and Fire District from successfully purchasing and developing the land.
2. After approvals, the Consultant will assist the City with real estate services to purchase the land, taking into consideration the projects right of way needs verses available right of way size.
3. Depending on purchase negotiations/agreements, the Consultant will then prepare the documents needed to dispose of any remainder which may include dividing the parcel, and potentially assist in selling the remaining portion of the land. Use/disposal of the existing facilities and land could also be considered in this final Right of Way stage.

Concurrently with items 2 and 3 listed above, the consultant would finalize the conceptual design and take the necessary steps to obtain environmental clearance of the site. The outcome of the Consultant’s scope of work will be purchasing of an environmentally cleared site with an approved conceptual site layout. This will lay the groundwork for the final design phase leading to construction of the Public Safety Facility.

Below is a tentative milestone project schedule, assuming Council’s approval to move forward with staff’s recommendations:

Release an RFP for Consulting Services .....	February 2024
Award Agreement for Consulting Services .....	April 2024
Draft Site Evaluation for City Council/Fire District Consideration .....	September 2024
Begin Land Acquisition .....	October 2024
Begin any necessary additional Right of Way Engineering Services .....	January 2025

**Options:**

1. Approve the actions as recommended by staff.
2. Provide other direction to staff.

**Environmental:** An appropriate level of environmental analysis will be included in the consultant’s scope of work.

**Cost:** There is no cost associated with this item, aside from staff time to prepare and release the Request for Proposals.

**Budget Impact:** Other than some staff time to prepare the RFP, there is no budget impact associated with tonight's action.



M. Cleve Morris, City Manager



Melissa McConnell, Interim City Engineer

Attachments:

Attachment A: Resolution