



CITY OF HEALDSBURG CITY COUNCIL AGENDA STAFF REPORT

MEETING DATE: September 2, 2025

SUBJECT: Foley Family Community Pavilion Architectural Construction Administration Services Contract Amendment and Project Budget Amendment

PREPARED BY: Tom Campbell, Project Manager

STRATEGIC INITIATIVE(S):

- Maintain and improve infrastructure and facilities
- Provide resident-driven community services

RECOMMENDED ACTION(S):

Adopt a Resolution approving amendments to the Professional Services Agreements with TLCD Architecture for architectural construction administration services for the Foley Family Community Pavilion project, authorizing the City Manager to execute the amendment and increasing the not-to-exceed amount to \$273,905, and amending the Adopted Fiscal Year 2025-26 Budget.

COMMUNITY ENGAGEMENT/OUTREACH:

The Foley Family Community Pavilion (“the Pavilion”) project reflects over a decade of community engagement and outreach efforts, including public open houses and public information meetings with the community at-large, design workshops with focus groups such as special event organizers, Healdsburg Chamber of Commerce, and representatives of the Healdsburg Farmers’ Market, and numerous Parks and Recreation Commission, Planning Commission, and City Council meetings and work sessions.

BACKGROUND:

In April 2021, the City Council approved a Memorandum of Understanding between the City of Healdsburg and the Foley Family Charitable Foundation (“the Foundation”) for the Pavilion project. In December 2022, the City and the Foundation entered into a Project Agreement in which the Foundation pledged \$7 million to fund the project. On December 18, 2023, the City awarded the construction contract and professional service agreements for various construction support services. At the time of construction award a significant budget shortfall was identified. Staff proposed several reductions to the project scope and reallocated funding from various sources

including the bond reserve, capital funds for deferred maintenance projects, and Park Impact Fees that were allocated to the Badger Park Project. In addition to reallocating existing funds the project also receiving additional new appropriations from the Park Dedication Fund, Park Impact Fee Fund, and the Parking Impact Fee Fund. Construction of the Pavilion commenced in March 2024. The project has experienced some weather-related delays and unavoidable shipping delays for long-lead items like the roofing and skylight. The general contractor now anticipates that construction will be completed in October 2025.

DISCUSSION/ANALYSIS:

The City Council approved a contract in the not-to-exceed amount of \$240,530 with TLCD for architectural construction administration services in December 2023. Due to a funding gap for the Pavilion project, the contract did not include any contingency.

Over the past few months, the firm provided additional design services that were necessary to resolve unforeseen field conditions, to avoid construction delays, and to reduce construction costs. These services included:

- Providing structural design recommendations for storm damaged areas and foundations;
- Providing a conduit support design to relocate conduits from the building's steel columns to the main roof trusses;
- Drafting a curb design and welding details for the skylight;
- Revising the gutter details so that they align with the existing trusses;
- Revising details and structural plans to address existing trusses that bowed during construction;
- Revising the electrical service from 400A 120/240V 1-phase to 600A 120/208Y 3-phase;
- Preparing a separate site fire protection plan as required by the Fire Department.

To fund this additional work and ensure that TLCD can continue to provide the necessary architectural construction administration services without delaying construction progress, staff propose increasing the not-to-exceed amount for TLCD's contract by \$33,375 for a total contract not-to-exceed amount of \$273,905.

On August 4, 2025, the City Manager executed a First Amendment to the Project Agreement with the Foundation that enabled the Foundation to increase its donation by \$500,000 to be used for the Pavilion project. The amendment was the result of ongoing discussions between the Foundation and the City and reflects a generous offer by the Foley Family to increase their contribution to help offset the increased costs of the project.

ENVIRONMENTAL STEWARDSHIP:

The project is addressing cleanup of minor site contamination and improving stormwater runoff through Low Impact Design approaches among other improvements. The site design includes enhanced pedestrian access and incorporates bicycle parking facilities. Use of the site as a home of the Healdsburg Farmers' Market will promote locally grown food production and use.

The project is required to comply with the Mitigation, Monitoring and Reporting Program developed as part of the Initial Study and Mitigated Negative Declaration adopted for the project.

ALTERNATIVES:

The City Council may choose not to approve the amendments as proposed. This would result in significant construction delays for the Pavilion, and staff would request further direction from Council.

FISCAL IMPACT:

The Pavilion at 3 North Street Project CS004 has a total project budget of \$10,511,484. The design and entitlements phase totaled \$1,429,890, the construction contract was awarded for \$7,394,000 with a 12% contingency of \$887,280, and the construction consultant contracts were originally awarded in the amount of \$800,314.

Throughout the construction process, City Council has authorized \$206,341 in contract amendments for construction consulting due to unanticipated structural, archeological, and environmental items associated with the project. At the time of City Council authorization funding for these amendments was intended to come from the construction contingency allocation. However, as a result of the additional construction consulting contract amendment proposed tonight and anticipated construction contract change orders staff is projecting that the project will require an additional \$200,000 to complete.

Due to the project exceeding the initial funding allocations and the additional costs the Foley Pavilion project has incurred during construction, the Foley Family Charitable Foundation has approved a \$500,000 increase in their contribution for the project, bringing their total contribution to \$7,500,000. The entirety of the additional \$500,000 contribution will support the Foley Pavilion project. Staff is proposing that the total project budget be increased by \$200,000 to accommodate the additional costs. The remaining additional \$300,000 has provided the opportunity for the City to return a portion of the Park Impact Fee Funds to their original allocation supporting the Badger Park Redevelopment Project.

ENVIRONMENTAL ANALYSIS:

The City Council adapted the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Plan for the Foley Family Community Pavilion project (“Project”) on April 17, 2023. Those documents analyzed all environmental impacts of the Project. The recommended actions herein – authorizing the City Manager to enter into contracts to effectuate the construction of the project – do not create any impacts in addition to those that were analyzed in the documents adopted on April 17, 2023. Because none of the conditions requiring subsequent or supplemental environmental review identified in CEQA Guidelines Section 15162 have occurred, no further action is required to comply with CEQA.

ATTACHMENT(S):

Resolution

TLCD Architecture Additional Services Proposal

First Amendment to Project Agreement