



Agenda Report

Fullerton City Council

MEETING DATE: NOVEMBER 18, 2025

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: JON RADUS, CHIEF OF POLICE
STEPHEN BISE, P.E., PUBLIC WORKS DIRECTOR

PREPARED BY: DAVID GRANTHAM, P.E., CITY ENGINEER
LAUREN PARKHOUSE, SENIOR ADMINISTRATIVE ANALYST

SUBJECT: \$173,301 CONTRACT WITH DUNBAR ARCHITECTURE FOR ARCHITECTURAL SERVICES FOR THE POLICE DEPARTMENT BUILDING RENOVATION PROJECT

SUMMARY

Approve a \$173,301 Professional Services Agreement with Dunbar Architecture to provide professional architectural services and \$200,000 budget transfer and appropriation for the Police Department Building Renovation Project.

PROPOSED MOTION

1. Approve and authorize the City Manager, or designee, to execute a \$173,301 Professional Services Agreement with Dunbar Architecture for architectural services for the Police Department Building Renovation Project.
2. Authorize the Administrative Services Director, or designee, to issue a \$173,301 purchase order to Dunbar Architecture for the Police Department Building Renovation Project.
3. Authorize Public Works Director, or designee, to approve any future change orders for professional architectural service within the approved project budget.
4. Approve \$200,000 Infrastructure Funds (Fund 11) budget transfer and appropriation from Project 55450 Infrastructure Repair and Replacement – Public Facilities to Project 55065 Police Department Building Renovation Project within the Capital Projects Fund (Fund 74).

ALTERNATIVE OPTIONS

- Approve the Proposed Motion

- Reject proposal
- Other options brought by City Council

STAFF RECOMMENDATION

Staff recommends the Proposed Motion.

CITY MANAGER REMARKS

None.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statements:

- Fiscal and Organizational Stability
- Public Safety
- Infrastructure and City Assets.

FISCAL IMPACT

On July 15, 2025, the City Council accepted and appropriated a \$2,500,000 grant from the U.S. Department of Housing and Urban Development specifically for the PD Building Renovation Project. While this grant has no local match requirement and the grant is anticipated to offset project expenses, staff is recommending a \$200,000 budget transfer and appropriation of Infrastructure Funds (Fund 11) from Project 55450 Infrastructure Repair and Replacement – Public Facilities to Project 55065 Police Department Building Renovation Project within the Capital Projects Fund (Fund 74) to cover any unforeseen ineligible expenses and project contingencies.

BACKGROUND AND DISCUSSION

The Fullerton Police Department is currently housed in three buildings, of which, one is a federally listed historic building (as of 2003) and a local historical landmark. However, to meet the needs of today's Police Department, the buildings are in need of improvements and rehabilitation which will include hazardous material abatement (when materials are disturbed by construction), health and safety repairs, and operational upgrades in order to continue serving the community.

Work will involve remodeling the officers' locker rooms; remodeling and upgrading the jail including the intake and administrative areas; front lobby rehabilitation; Crime Scene Investigation Laboratory renovation; Patrol Room Equipment improvements and renovation; and historic sunken courtyard repairs and renovation. This work requires architectural construction plans and specifications.

Pursuant to the City's procurement code and policies, the City issued a Request for Proposal (RFP) to qualified architectural firms for professional architectural design services. The RFP was released to three firms specifically experienced with renovating, repairing and preserving historical buildings. The submitted proposals were reviewed and

evaluated by City staff and members of Fullerton Heritage, with Dunbar Architecture ranked the highest.

Upon approval, staff will issue a Notice to Proceed (NTP), and the design phase is anticipated to be completed within approximately eight months, positioning the project to proceed to construction in Fiscal Year 2026–27.

Attachments:

- Attachment 1 – Professional Services Agreement with Dunbar Architecture

cc Interim City Manager Eddie Manfro