



# City Council Memorandum

*City of Arts & Innovation*

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**TO:** HONORABLE MAYOR AND CITY COUNCIL **DATE:** JANUARY 27, 2026

**FROM:** GENERAL SERVICES DEPARTMENT **WARD:** 1

**SUBJECT:** REQUEST FOR PROPOSAL NO. 2499 - PROFESSIONAL SERVICES AGREEMENT FOR CONSTRUCTION MANAGER MULTI-PRIME SERVICES FOR THE DOWNTOWN POLICE HEADQUARTERS PROJECT WITH TILDEN-COIL CONTRACTORS INC., OF RIVERSIDE, CALIFORNIA, IN THE AMOUNT OF \$1,672,505, PLUS 15% CONTINGENCY OF \$250,876, FOR A TOTAL AMOUNT OF \$1,923,381

**ISSUE:**

Approve a Professional Services Agreement for Construction Manager Multi-Prime services for the Downtown Police Headquarters Project from Request for Proposal 2499 with Tilden-Coil Contractors Inc., of Riverside, California, in the amount of \$1,672,505 plus 15% contingency of \$250,876, for a total amount of \$1,923,381.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the Professional Services Agreement for Construction Manager Multi-Prime Services for the Downtown Police Headquarters Project from Request for Proposal 2499 with Tilden-Coil Contractors, Inc., of Riverside, California, in the amount of \$1,672,505;
2. Approve 15% contingency in the amount of \$250,876 for unforeseen conditions or service changes; and
3. Authorize the City Manager, or designee, to execute the Agreement and any associated documents, including making minor and non-substantive changes.

**BACKGROUND:**

On May 16, 2017, the City Council adopted Measure Z, outlining a Five-Year Spending Plan that allocated \$45 million for the development of the new Police Headquarters.

On October 3, 2017, the City Council approved a reallocation of \$9,692,600 from the new Police Headquarters project to the Downtown Main Library project. This change resulted in a revised funding allocation of \$35,307,400 for the police building.

On April 19, 2022, the City Council approved a Purchase and Sale Agreement with the County of Riverside for the existing Downtown Police Building, located at 4102 Orange Street. The City Council also authorized a supplemental appropriation of \$3,100,000 (in addition to miscellaneous title, escrow, and related costs) from the Measure Z unallocated fund reserve to provide temporary funding for the purchase.

On May 24, 2022, the City Council approved a Reimbursement Resolution to facilitate the use of future bond proceeds for the acquisition, construction, and expansion of the Downtown Police Building at 4102 Orange Street. The maximum principal authorized amount was \$43 million.

On June 21, 2022, the City Council approved the fiscal year 2022-2024 biennial budget, which included an increase in funding for Measure Z Spending Item #25 – the New Downtown Police Headquarters Building. The total project budget was increased to \$44 million, encompassing building and improvement costs. Estimated annual debt obligations were budgeted over the lifespan of Measure Z, which expires in March 2037. (The BEC did not receive the proposed budget due to a lack of quorum.)

On January 12, 2023, the BEC voted unanimously to recommend that the City Council approve a supplemental appropriation in the amount of \$14.7 million from Measure Z Fund unallocated reserves for an underground and surface level parking structure, with 150 secured parking spaces for Police Department employee parking, in the design of the new Police Headquarters and escalated design and construction costs, for total project costs of \$50 million. This item was not forwarded to the City Council for consideration.

On April 20, 2023, the City issued Request for Proposals (RFP) No. 2288 to solicit architectural design services for developing conceptual plans and drawings for the Downtown Police Headquarters Building. The RFP was distributed to 408 City of Riverside vendors and 500 external vendors. A virtual, non-mandatory pre-proposal meeting was held on May 3, 2023, with 24 vendors in attendance. By the closing date of the RFP, there were 49 prospective bidders. After an extensive evaluation of each proposal, Holt Architecture, Inc., of Riverside, California, was selected as the most qualified bidder.

On March 12, 2024, the City Council approved a Professional Consultant Services Agreement with Holt Architecture Inc., through November 1, 2024, amounting to no more than \$99,000, for Phase I Design of the Downtown Police Headquarters Building. This phase included project programming, spatial requirements, conceptual design, public presentations, and the development of preliminary cost estimates for a fully functional police headquarters building. The RFP required proposers to submit two conceptual designs. One of the designs was for a facility with 150 secured employee parking spaces to accommodate all RPD employees assigned to the facility and employees or vendors visiting the facility for meetings or other purposes. The other design was for a facility with the current level of employee parking spaces.

On June 25, 2024, the City Council approved the fiscal year 2024-2026 biennial budget, which included an increase in funding for Measure Z Spending Item #25 – the New Downtown Police Headquarters Building. The total project budget was increased to \$52 million, covering building

and improvement costs. The anticipated debt obligations were updated to reflect the estimated financing costs over a 30-year term. The revised financing strategy ensures a realistic and sustainable repayment schedule - distributing project costs equitably over an extended period and enhancing generational equity, thus preventing undue burden on any single generation of taxpayers.

On June 17, 2025, the City Council oversaw a Public Hearing for the FY 2025/26 budget amendments. Included in the amendments was an increase in funding for Measure Z Spending Item #25 – the New Downtown Police Headquarters Building. The total project budget was increased to \$62 million, covering building and improvement costs. The anticipated debt obligations were updated to reflect the estimated financing costs over a 30-year term. The appropriation was included as a placeholder to allow for planning efforts to proceed in alignment with the full project scope and does not represent a final commitment to move forward with construction which is subject to availability of budgeted funds.

On July 1, 2025, the City Council unanimously approve a First Amendment to the Professional Consultant Services Agreement with Holt Architecture, Inc. (Holt) to extend the term and increase compensation by \$3,331,916 plus 10% contingency to commence Phase II Architectural Design Services.

## **DISCUSSION:**

The existing Downtown Police Headquarters Building, constructed in 1963, is functionally obsolete due to outdated physical, spatial, and ergonomic conditions. The facility continues to experience significant operational challenges, including inadequate heating, cooling, and ventilation systems, recurring plumbing failures, and an insufficient power supply and building layout. As a result, development of a new Downtown Police Headquarters was identified as a priority project with the adoption of Measure Z.

To address the Police Department's space, operational, and infrastructure requirements, Holt Architecture developed a three-level, 37,838-square-foot conceptual facility that consolidates key administrative functions, including the Office of the Chief, Internal Affairs, Records, Personnel and Training, Community Services, Information Technology, and related support units.

As the design phase advances, the General Services Department, in collaboration with the City Manager's Office, has determined that the Construction Manager Multi-Prime (CMMMP) delivery method is the appropriate approach to support the scale and complexity of this project. This delivery model provides the City with direct control over individual trade bid packages, enables the competitive procurement of specialized trades, and reduces markups commonly associated with traditional general-contractor-led models such as design-bid-build. The CMMMP method also provides flexibility to phase construction activities and align bid packages with design progression and funding availability.

### **Request for Proposals**

To initiate the construction management portion of the project, the City issued Request for

Proposals (RFP) No. 2499 on October 21, 2025, seeking qualified firms to provide multi-prime construction management services. Proposals were due on November 13, 2025. The RFP outlined a comprehensive scope of services, including pre-construction planning, cost estimating, constructability review, preparation of a detailed critical path method (CPM) schedule, bid packaging, and coordination of multiple trade contractors. The Construction Manager will also be responsible for budget control, quality assurance, safety monitoring, permitting and utility coordination, and the management of RFIs, submittals, inspections, change orders, daily field documentation, and project close-out activities.

RFP No. 2499 established minimum qualifications requiring at least five years of CMMP experience, demonstrated success delivering similar public safety facilities, appropriate professional licensing or certifications for key personnel, and proven capability managing complex scheduling and cost-control functions. Upon completion of the evaluation process, Tilden-Coil Constructors, Inc. (Tilden-Coil), of Riverside, California, was identified as the firm best meeting the City's needs based on its qualifications, staffing plan, understanding of the project, and overall approach.

Following contract execution, the selected firm will begin collaborating with the City and Holt Architecture through the remainder of the Phase II design. Pre-construction services are expected to extend through August 2026, followed by the bidding of multi-prime trade packages and mobilization for construction. Construction is anticipated to begin shortly thereafter and is expected to continue for about 24 months. The CMMP will support the City during project close-out, including punch-list coordination, preparation of as-built documentation, training for City maintenance staff, warranty administration, and development of the final close-out report. These services are essential to ensure a seamless transition into the new facility and to maintain long-term operational reliability.

Request for Proposal (RFP) No. 2499 was posted on the City's online bidding system, Planet Bids, on October 21, 2025, seeking prospective bidders to provide Construction Management Multi-Prime consultant services for the Police Department Headquarters Project.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	462
City of Riverside Vendors Notified	443
Vendors who downloaded the RFP	77
Proposals received	5

A non-mandatory pre-proposal meeting was held on October 29, 2025, with 21 vendors in attendance. RFP 2499 closed on November 13, 2025, with a total of five responses. Four responses were found to be responsive and responsible, with one vendor being deemed non-responsive due to not having the required minimum years of experience. Under the guidance of the purchasing department, a panel of three City staff evaluated the proposals and conducted interviews with the proposers, which resulted in Tilden-Coil ranking No. 1. The evaluation criteria, total points and rankings for each evaluation round are summarized in the tables below.

**Round 1**

<b>Evaluation Criteria</b>		<b>Total Points</b>
Statement of Qualifications		35%
Experience (Projects of similar size and scope)		25%
Understanding of scope of work and suggested approach to project		20%
Pricing		20%

**Evaluation Results**

<b>Vendor</b>	<b>Location</b>	<b>Total Points</b>	<b>Rank</b>
Tilden-Coil Constructors	Riverside, CA	941.34	1
Willdan Engineering	Anaheim, CA	805.58	2
California Professional Management	Apple Valley, CA	762.79	3
New City Consulting, Inc	Bonsall, CA	719.92	4
3D Built*	Los Angeles, CA	N/A	N/A

\*Nonresponsive

The four responsive proposers were invited to move forward to Interviews (Round 2 Evaluation).

**Round 2**

<b>Evaluation Criteria</b>	<b>Total Points</b>
Project Understanding	20%
Approach and Methodology	20%
Qualifications and Experience of Company Personnel	30%
Interview and Responses to Interview Questions	30%

**Evaluation Results**

<b>Vendor</b>	<b>Location</b>	<b>Round 2 Total Points</b>	<b>Overall Total Points</b>	<b>Rank</b>
Tilden-Coil Constructors	Riverside, CA	920.33	1861.67	1
Willdan Engineering	Anaheim, CA	797.67	1603.25	2
California Professional Management	Apple Valley, CA	765.34	1528.13	3
New City Consulting, Inc	Bonsall, CA	583.33	1303.25	4

**Professional Services Agreement**

The cost for Construction Manager Multi-Prime services is a percentage of the sum of all prime contracts (construction cost). The Construction Management fee is multiplied by the final sum of prime contracts for the project and will not be fully known until project closes out when all prime contractor change orders have been settled. The City negotiated the Construction Management fee with Tilden-Coil and Tilden-Coil agreed to reduce their rate without changing scope, from 3.95% of the total construction cost to 3.85%. The contract amount requested in this staff report is 3.85%, multiplied by the most recent estimated construction cost of \$43,441,676 provided by Holt Architecture in late December 2025.

Tilden-Coil also proposed providing General Conditions without markup on a reimbursable basis. General Conditions are typically provided by a General Contractor for use by the General Contractor and all subcontractors for the duration of the project. General Conditions include:

- Construction trailer
- Safety measures/equipment
- Project signage
- Temporary power connection
- Temporary toilets and handwash stations
- Surveying
- Dumpsters
- Office supplies, internet, computers/licensing, drinking water, etc.

The City has the option to provide General Conditions directly, to include General Conditions in prime contractor bid packages, or to agree to Tilden-Coil's offer to provide General Conditions at their actual cost without markup. Staff will bring future items to City Council to consider amending this agreement with Tilden-Coil for General Conditions and other construction-related services that will be negotiated as design progresses and we approach start of construction, such as Tilden-Coil's daily staffing requirements to manage the project in construction effectively. This is a common approach for a Construction Manager contract, as there are a number of unknowns until construction documents are permit ready and the project reached closeout.

Purchasing Resolution 24101, Section 508 Awards states, "Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible, except that... (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications."

The Purchasing Manager concurs that the recommended actions are in accordance with Purchasing Resolution 24101.

### **FISCAL IMPACT:**

The total fiscal impact of the actions in this report is \$1,923,381, which includes a 15% contingency of \$250,876. Funding for this action is available as listed in Table 1.

**Table 1. Project Funding**

Fund	Project	Account	Amount
Measure Z Capital	PD Headquarters	9901819-462050	\$1,923,381

This amount will temporarily draw down Measure Z reserves but will be reimbursed by bond proceeds upon the future issuance of debt, effectively restoring the fund balance.

Prepared by: Joseph Lopez, Project Manager  
Approved by: Lee Withers, General Services Director  
Certified as to availability of funds: Julie Nemes, Interim Finance Director  
Approved by: Edward Enriquez Assistant City Manager/Chief Financial Officer/ City Treasurer  
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Agreement
2. Award Recommendation
3. Presentation