




DATE: May 10, 2017

MEMO TO: MROSD Board of Directors

FROM: Stephen E. Abbors, General Manager 

SUBJECT: Summary of the April 24, 2017 Facilities Ad Hoc Committee Meeting

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This FYI Memorandum summarizes the discussion and comments from the April 24, 2017 Facilities Ad Hoc Committee (Committee) meeting<sup>1</sup>. At this meeting, Assistant General Manager (AGM) Ana Ruiz presented an update on the New Administrative Office (AO) project, discussed staffing needs for the project, provided an overview of recent work accomplished with MKThink, reviewed the proposed next steps and the proposed role and involvement of the Committee and Board through the next year.

### **Staff with Architectural Expertise Needed**

The New AO project is a unique, specialized project that requires staff expertise in architecture and/or multi-story (large) building construction, which both the Planning and Engineering & Construction Departments currently lack. The General Manager first proposed the addition of two Senior Capital Project Manager (CPM) positions and one new Planner III position during the February 23, 2017 Board retreat (R-17-28). At that time, the Board expressed general support for the additions. These positions are now included in the proposed Fiscal Year 2017-18 Budget, which was presented to the Action Plan and Budget Committee on April 25 and May 2 (R-17-64). Ordinarily, the Board approves new positions as part of the annual Action Plan and Budget review and approval process, which ends in late June, at which time recruitment then follows. However, given the need for expertise to provide key input and direction in the early stages of the New AO project, the General Manager is requesting on May 10 early Board approval for one of the two Senior CPM positions to accelerate the hiring process. The Facilities Ad Hoc Committee expressed support for this request. If approved, the General Manager expects to fill the position as close to the start of the new fiscal year as possible. In the long term, after completing the New AO project, this position would manage other similar scale projects, including major facility repairs, development of a new Coastal Field Office, and large or complex public access projects.

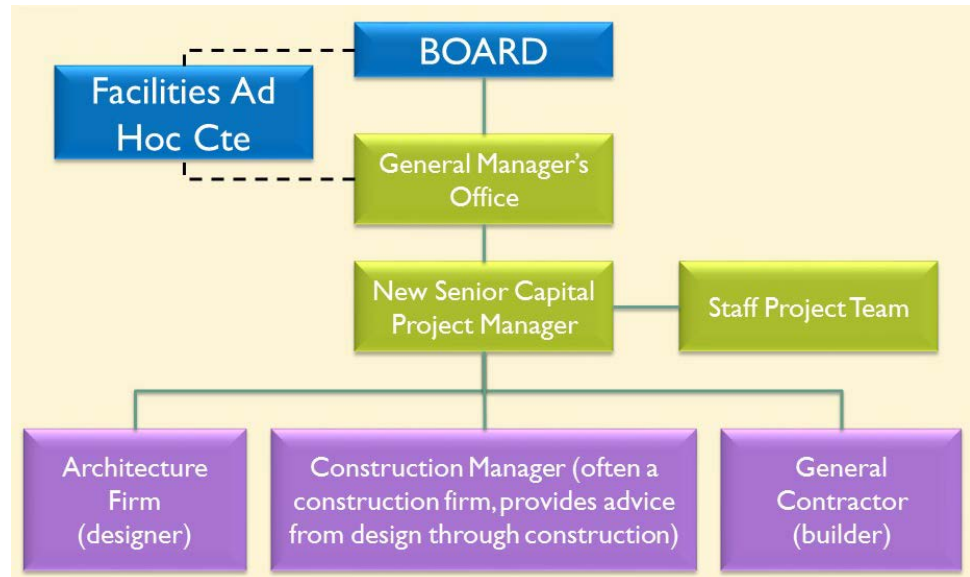
### **New AO Project Team Structure**

The Ad Hoc Committee also reviewed the proposed team structure for the AO Project (see graphic below). The Senior CPM would be located in the Engineering & Construction Department and report to the Engineering and Construction Department Manager. The position would guide and manage the New AO project, and initially advise the Executive Team and Board on creative and efficient methods for hiring a design architect team. The Senior CPM would manage the design architect, construction manager, and the general contractor (builder).

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<sup>1</sup> Due to illness, Director Yoriko Kishimoto left the meeting shortly after staff presentations began.

The design architect prepares the design and construction plans. The construction manager, often a well-established contractor, advises the District during design and construction to ensure cost effective means and methods and identify options to improve the lifespan, functionality, and availability of materials. And, the low-bid general contractor builds the facility.



After a discussion about the construction manager, staff clarified that this consultant would be a third-party peer reviewer for the District assigned to review the ongoing work of the design architect and the future general contractor (when the project goes out to construction). The General Manager intends to hire the construction manager separate from the architect to avoid any potential conflict of interest and ensure the District's best interests are held as primary. The construction manager also needs to be separate from the hired contractor since at this time, the District does not have the ability to enter into design-build contracts.

The Committee asked that staff build a list of qualified and capable architecture and construction manager firms with experience in administrative office work whom would receive an RFP in the future. This step would be in addition to the general, broad solicitation process that we already have in place.

### **Upcoming MKThink Contract Amendment for Basic Programming**

The Committee expressed a desire to move more quickly into the design phase. AGM Ruiz explained that before design can begin, a basic level of programming is needed to roll into a Request for Proposals to select with high confidence a best-fit architecture team. The basic programming information would also provide another "check-in" to ensure that District needs can be met within the building envelope allowed by the City of Los Altos, which is revising the zoning code. On May 24<sup>th</sup>, the General Manager will bring a recommendation to the full Board to amend MKThink's contract to complete the basic programming work, at which time a tentative project schedule and next steps will also be presented.

After basic programming and hiring the design architect, the project would move into the next phase of work, which includes more in-depth and detailed programming that will influence space layouts and adjacencies.

### **Committee Discussion**

The Committee expressed an interest on providing input on the Request for Proposals for the design architect before it is released. This involvement has been built into the project schedule.

The Committee also asked that staff not overanalyze, and move as quickly as possible into the design phase.

The Committee discussed the role of the design architect and expressed a desire to see what creative solutions they will propose. A “green building” approach is already a Board goal, and the Committee confirmed that the District needs to define some basic parameters first.

The Committee asked staff not to refer to the design architect as “consultant” so that it is more clear to the Board and public what services are being hired and applied to the project.

There was a question about when construction would begin. Construction is not anticipated next year, as there are still many steps in the design process, including environmental review and permitting. The permitting process with the City may be lengthy, as there appears to be high interest by local residents and the City Council regarding development within City limits and along the El Camino corridor.

Overall, the Committee expressed support to keep moving the project forward.

#### **Next Steps for the New AO Project**

The Board will consider MKThink’s contract amendment on May 24. In addition, Real Property continues to track potential properties in the area in case a purchase opportunity presents itself.

Prepared by: Tina Hugg, Senior Planner