



Midpeninsula Regional  
Open Space District

R-17-54  
Meeting 17-15  
June 28, 2017

## AGENDA ITEM 11

### AGENDA ITEM

Contract Amendment with MKThink for Basic Programming for the Administrative Office Project

### GENERAL MANAGER'S RECOMMENDATION *SM*

Authorize the General Manager to execute a contract amendment with MKThink to complete basic programming services for the Administrative Office Project in an amount of \$48,000, for a total not-to-exceed contract amount of \$117,000.

### SUMMARY

The General Manager entered into a contract under his purchasing authority with MKThink in 2016 to assist the Board of Directors (Board) with assessing the long-term Administration Office (AO) options and locations that best meet current and future needs. On January 25, 2017, the Board considered MKThink's findings and the resulting General Manager's recommendations, and selected the option to build a new, three-story AO onsite, while concurrently directing the General Manager to continue monitoring the real estate market for opportunities to purchase a suitable building at a different site. To proceed with next steps, the General Manager recommends amending the contract with MKThink in an amount of \$48,000 to gather basic programming requirements. This work is necessary whether the District builds a new office onsite or purchases and remodels another building. Basic programming would rely on input received from the Board and all departments, and is expected to be completed in two to three months after the work commences. This information will provide the exterior and interior space requirements to fold into a Request for Qualifications and Proposals to select with confidence a best-fit architecture firm to continue with more detailed programming, design, and construction documentation. The fiscal year (FY) 2016-17 budget includes sufficient funds to initiate the recommended contract amendment and budget is included in the proposed FY2017-18 budget.

### DISCUSSION

At its January 25, 2017 meeting, the Board selected the option to rebuild the AO onsite and replace it with an approximately 45,000 square-foot, three-story structure with two to three levels of underground parking. The Board also directed the General Manager to continue monitoring the real estate market for opportunities to purchase another building elsewhere. Since the January Board meeting, staff worked on scoping the next phase of work and met with the Facilities Ad Hoc Committee on April 24, 2017, where the Committee expressed support for the Project's next steps, which include basic programming as described below:

- 1) Identification of Board and department space needs;

- 2) Confirmation of the Board's and General Manager's high-level interior and exterior space parameters and goals, and;
- 3) Verification of the building size needed to fit the basic program.

MKThink would assess at a high level the space needs and goals of the Board and each department for the new building. This information would confirm the building size parameters needed, and based on the square footage and total anticipated occupancy, the general parking requirements triggered per the local zoning code. Finally, given that the City of Los Altos is considering changes to the zoning ordinance, MKThink would also confirm how the zoning changes might affect any development plans the District might have.

The General Manager recommends continuing with MKThink to complete the tasks above. Over the past year, MKThink has demonstrated their strength in assessment and analysis, working closely with the Board, Facilities Ad Hoc Committee, General Manager's Office, and staff to gain a good understanding of District functions, work culture, and both current and future operational needs. They have proven to be highly adept, expedient, qualified, and knowledgeable of the District, and can leverage their institutional knowledge to move quickly through these discrete tasks.

Findings from the basic programming work will be incorporated into a future Request for Qualifications and Proposals, whether the architectural services are for building a new office onsite or remodeling a new building purchased elsewhere. Basic programming is necessary to assess at a high level the basic interior and exterior space needs for a future AO. This information will allow prospective design proposers to assemble the appropriate teams and develop meaningful proposals to best respond to District goals and objectives. When the time comes, the General Manager recommends full Board involvement in interviewing the top three to five architectural design teams and making the final selection. The selected architectural design team would then implement the next phases of work, beginning with more in-depth, detailed programming and needs assessment prior to initiating engineering and design work. This programming and needs assessment will build upon the basic programming and take it further into determining adjacencies and placement of spaces. This work will need to factor in the actual building space, which will either be contained within the footprint of an existing, newly purchased building or remain more flexible with a new rebuild at the existing AO site.

## FISCAL IMPACT

The recommended total contract amendment amount is \$48,000 (\$41,600 base fee and a \$6,040 or 15% contingency) for a total not-to-exceed new contract amount of \$117,000. The FY2016-17 budget includes \$120,000 for the AO Project (Project #31202), and includes sufficient funding to begin work under the recommended contract amendment. Funds to complete the work are included in the proposed FY2017-18 budget, which the Board adopted on June 14, 2017.

	FY 2016-17	FY 2017-18
<b>Project #31202 Budget</b>	<b>\$120,000</b>	<b>\$805,000</b>
Spent to Date (as of 04/04/17):	\$57,797	
MKThink Contract Balance:	\$11,203	
<b>MKThink Contract Amendment</b>	<b>\$0</b>	<b>\$48,000</b>
<b>Budget Remaining (Proposed):</b>	<b>\$51,000</b>	<b>\$757,000</b>

## **BOARD COMMITTEE REVIEW**

The Facilities Ad Hoc Committee met on April 24, 2017 and as part of this meeting expressed support for the next steps, which include basic programming for the AO.

## **PUBLIC NOTICE**

Public notice was provided as required by the Brown Act.

## **CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act (CEQA). In the future, the District will need to conduct CEQA review for the Project.

## **NEXT STEPS**

Following Board approval, the General Manager will direct staff to continue working with MKThink to begin the basic programming phase of the project. In the meantime, Real Property will continue to seek real estate opportunities near the existing Administrative Office to purchase a new office/commercial property.

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