



Midpeninsula Regional  
Open Space District

R-18-97  
Meeting 18-32  
August 22, 2018

## AGENDA ITEM 7

### AGENDA ITEM

Award of Contract with Noll & Tam Architects for Assessment and Schematic Design of the New Administrative Office Remodel Project at 5050 El Camino Road, Los Altos, CA 94022

### GENERAL MANAGER'S RECOMMENDATIONS *den*

1. Authorize the General Manager to enter into a professional services contract with Noll & Tam Architects, for assessment and schematic design of the Administrative Office Remodel Project at 5050 El Camino Real, Los Altos, CA for a not-to-exceed amount of \$336,479.
2. Authorize a 15% contingency of \$50,472 to cover potential unforeseen requirements, for a not-to-exceed total contract amount of \$386,951
3. Extend the Administrative Office Ad Hoc Committee charge to guide the project through completion of the schematic design plans.

### SUMMARY

The Midpeninsula Regional Open Space District (District) is in need of a qualified consultant team with experience in architectural and engineering design for the Administrative Office (AO) Remodel Project (Project) at 5050 El Camino Road in Los Altos, California. The new 40,000 square foot AO will accommodate current staff as well as anticipated growth projected through the year 2045. Staff issued a Request for Qualifications on April 23, 2018. Four shortlisted firms were invited to submit proposals and participate in interviews with the AO Ad Hoc Committee (Committee) on July 24 and 26, 2018. Through a competitive selection process, the Committee unanimously selected Noll & Tam Architects. Therefore, the General Manager recommends awarding a contract to Noll & Tam Architects for a base amount of \$336,479 and authorizing a 15% contingency amount of \$50,472. Sufficient funds are included in the Fiscal Year (FY) 2018-19 Budget for the contract. The scope of work under the recommended contract is limited to the building assessment and schematic design plans. Once the full Board reviews and approves the schematic design plans, staff will return with a contract amendment to complete the construction documents, secure permits, and provide construction administration services for the project.

### BACKGROUND

#### *Building Purchase*

Over the last several years, the District has evaluated the options available to increase its administrative office space to meet current and long-term business needs. The urgency for this evaluation increased with the organizational restructuring that began in 2015 to accelerate project delivery, expand service delivery, and ensure sufficient resources to manage land and public

access facilities. The following year (2016), the Board formed an AO Ad Hoc Committee to consider a range of long-term office solutions with the assistance of an architectural strategist (MKThink). In January 2017 (R-17-08), the Board directed the General Manager to pursue a new, three-story, 40,000 square foot building on site while continuing to monitor the real estate market for purchase opportunities. In May 2017, staff identified the opportunity to purchase the office building at 5050 El Camino Road. On July 13, 2017, the Board approved a purchase and sale agreement for this property (R-17-90).

### ***Space Programming and New AO Ad Hoc Committee***

On June 28, 2017, the Board approved a contract amendment for MKThink to conduct basic space programming for the new AO at 5050 El Camino (R-17-54). MKThink conducted interviews and working sessions with all District departments to solicit input on workspace and storage needs, short- and long-term staffing projections, and collaborative adjacencies. On October 25, 2017, MKThink conducted an interactive workshop with the Board, seeking input on public and Board space needs (R-17-116). MKThink assessed, tabulated and incorporated the current and future space needs into the Space Needs Assessment & Basic Program Report (Program Report) (R-17-128), which the Board accepted on December 6, 2017.

The Program Report informed the next steps for the AO project, including the scope of work to hire a design architect team. At the same December 6, 2017 meeting, Board members expressed interest in forming a new AO Ad Hoc Committee (Committee) to guide the solicitation and selection of the new architect design firm. The General Manager returned to the Board on March 14, 2018 with a recommendation to form a new AO Ad Hoc Committee to guide the hiring process for an architect and design team, and development of the public engagement approach for the project (R-18-21).

## **DISCUSSION**

### ***Consultant Selection***

On April 23, 2018, staff released a Request of Qualifications (RFQ) on its website, Bay Area Architectural Institute of America chapter websites, and several professional websites to solicit interested firms. Staff also reached out to over 20 firms via email and phone calls. Twenty-four architectural and engineering firms attended the pre-proposal meetings held on May 11 and May 14, 2018. Nineteen firms submitted Statement of Qualifications (SOQ) on May 22, 2018. Staff reviewed the SOQs and scored the teams based on: proposal presentation; team experience with similar projects; experience with permitting and codes compliance locally or within the City of Los Altos; feedback from references; and acceptance of District agreement conditions and insurance. The top four qualified firms were invited to submit proposals and participate in interviews with the Committee on July 24 and 26, 2018. Those firms include Noll & Tam Architects, RMW Architecture and Interiors, Valerio Dewalt Train Associates, Inc., and Studio G Architects, Inc.

To inform the selection process, the Committee participated in tours of five remodeled public and non-profit agency offices on June 11 and June 12, 2018. The Committee gained valuable insights, including lessons learned, expertise to consider for the selected teams, and ideas about what may and may not work well for the AO project. On June 15, 2018, the Committee shared their experiences from the tours and provided feedback to staff. On July 12, 2018, the Committee

reviewed, discussed, and refined the list of interview questions and discussed the desired project goals and outcomes. On July 26, the Committee toured one other non-profit agency office space.

On July 24 and 26, 2018, the Committee conducted interviews with the four shortlisted firms. Each interview lasted one and a half hours to thoroughly review each firm’s design approach and project vision. The Committee deliberated and unanimously selected Noll & Tam Architects as the most qualified and best fit firm to perform the work at a fair and reasonable price.

The complete Project includes the following main tasks and associated fees. The items listed in bold (Tasks 1 through 3) total \$336,479 and are the subject of the proposed contract with Noll & Tam Architects. Once the full Board reviews and approves the Schematic Designs, the General Manager will return with a contract amendment to complete the remaining items of work listed below as Tasks 4 through 7.

	Fees
<b>Task 1 – Project Management</b>	<b>\$26,160</b>
<b>Task 2 – Review, Assess, and Document Existing Conditions</b>	<b>\$36,231</b>
<b>Task 3 – Schematic Design</b>	<b>\$274,088</b>
Task 4 – Design Development	\$323,835*
Task 5 – Construction Documents, Environmental Review, and Permitting	\$468,212*
Task 6 – Bidding and Construction Administration	\$241,064*
Task 7 – As-Built Drawings	\$15,602*
<b>TOTAL</b>	<b>\$1,385,192*</b>

*\*Represent estimated costs; these costs will be refined once the Schematic Design Plans are completed and approved.*

Tasks 1 through 3 account for approximately 24% of the total estimated project design fee. Standard industry ratios of soft costs (design, permits, and inspection) to total construction cost is approximately 15 to 20%. Based on the District’s approximate construction budget of \$10 million, the proposed total design fee falls under the industry standard at approximately 14%. The estimated construction budget of \$10 million is based on a \$250 per square foot remodel cost, assuming this amount applies to all 40,000 square feet.

***AO Ad Hoc Committee Extension***

The AO Ad Hoc Committee has provided valuable input and guidance to help keep the project moving forward. Given the many insights the Committee has gained since March that can inform the next phase of work and the momentum that the Committee has provided for the project, the General Manager recommends extending the AO Ad Hoc Committee’s charge to guide the project through the schematic design phase. The full Board will continue to have numerous opportunities to provide input at major milestones, remain updated on progress through regular Board FYIs, and retain the authority to approve the final Schematic Design Plans for the project.

**FISCAL IMPACT**

<b>Project #31202</b>	<b>Prior Year Actuals</b>	<b>FY18-19</b>	<b>FY19-20</b>	<b>FY20-21</b>	<b>Estimated Future Years</b>	<b>Total</b>
<b>New AO Facility Budget</b>	<b>135,142</b>	<b>32,150,100</b>	<b>1,900,000</b>	<b>3,000,000</b>	<b>TBD</b>	<b>37,185,242</b>
<i>less Building Acquisition (previously approved):</i>		(31,550,100)				(31,550,100)
<i>less Spent to Date (as of 7/24/18):</i>	(135,142)	0				(135,142)
<i>less Encumbrances:</i>						0
<i>less Proposed Contract Award (base contract):</i>		(336,479)				(336,479)
<i>less Proposed Contract Award (15% contingency):</i>		(50,472)				(50,472)
<b>Budget Remaining (Proposed):</b>	<b>\$0</b>	<b>\$213,049</b>	<b>\$1,900,000</b>	<b>\$3,000,000</b>	<b>TBD</b>	<b>\$5,113,049</b>

The District's FY2018-19 Capital Improvement and Action Plan (CIAP) includes \$600,000 for architectural and engineering design of the New AO Facility project. There are sufficient funds in the FY2018-19 budget to cover the recommended action, which include Tasks 1, 2, and 3 as described above through final Schematic Design Plans. Staff will negotiate the subsequent tasks to complete the project and return to the Board at a later date with a contract amendment after the Schematic Design Plans are approved.

The recommended action is not funded by Measure AA.

**BOARD COMMITTEE REVIEW**

The Board reviewed and approved the purchase of 5050 El Camino Real building on July 13, 2017 (R-17-90).

The Board accepted the New AO Space Needs Assessment and Program Report on December 6, 2017 (R-17-30).

The Board met on March 14, 2018 and approved the creation of the AO Ad Hoc Committee and the release of the RFQ for selecting an architectural firm (R-18-21).

**PUBLIC NOTICE**

Public notice of this Agenda Item was provided as required by the Brown Act.

**CEQA COMPLIANCE**

This item is not a project subject to the California Environmental Quality Act. Future environmental review will be conducted on the proposed improvements at a later phase.

**NEXT STEPS**

Upon Board authorization, the General Manager will direct staff to enter into contract with Noll & Tam Architects to assess, review, and document existing building conditions, and solicit input from the Board, Ad Hoc Committee, and staff to prepare schematic design documents. The project is anticipated to be constructed and ready for move-in during the Spring/Summer of 2022.

The table below is an operational timeline showing the major milestones and highlighting those that require participation by either the AO Ad Hoc Committee or the full Board.

<u>DATE</u>	<u>PROCESS</u>	<u>AD HOC</u>	<u>FULL BOARD</u>
8/22/2018	Board meeting for award of contract		X
9/5/2018	Project kick-off meeting		
9/12/2018	FYI Memo		X
9/25/2018	Review project goals, timeline, programming, and public engagement approach	X	
TBD – 10/2018	Programming review and schematic design charrette	X	
10/10/2018	FYI Memo		X
10/24/2018	Full Board Study Session to project goals, timeline, programming, and public engagement approach		X
11/21/2018	Schematic design review	X	
TBD – 1/2019	Begin public information/engagement	X	
2/13/2019	Full Board Study Session		X
3/4 - 3/8/2019	Provide input on Final Schematic Design	X	
4/28/2018	Full Board Approval of Final Schematic Design		X

Award of subsequent Tasks as well as of the construction contract will come back to the Board for review and approval at future dates.

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