



Midpeninsula Regional
Open Space District

R-21-135
Meeting 21-29
October 13, 2021

AGENDA ITEM 3

AGENDA ITEM

Contract Amendment for Interpretive Services with EDX Exhibits to complete Phase I (Planning and Design) and support Phase II (Fabrication and Installation) of the Administrative Office Interpretive Elements Project

GENERAL MANAGER'S RECOMMENDATIONS

1. Authorize the General Manager to execute a contract amendment in the amount of \$31,900 (\$16,900 for Phase I and \$15,000 for Phase II) with EDX Exhibits, bringing the amended contract to \$109,900.
2. Authorize an additional 15% contingency of \$2,250 for the Phase II scope of work to be reserved for unanticipated issues, bringing the total not-to-exceed amended contract amount to \$112,150.

SUMMARY

The purpose of the Administrative Office Interpretive Elements Project is to provide members of the public who visit the office with opportunities to create meaningful personal connections to interpretive themes inspired by the Midpeninsula Regional Open Space District's (District) work and mission. In November 2020, the Board of Directors (Board) approved a contract for \$78,000 with EDX Exhibits (EDX) to provide Phase I planning and design services for public-facing interpretive elements at the future Administrative Office located at 5050 El Camino Real ([R-20-133](#)).

EDX is completing their Phase I planning and design scope and will deliver final design documents in late October 2021. The Phase 1 contract did not have a contingency. Staff are requesting additional services in the amount of \$16,900 for EDX to complete their Phase I work due to shifts in the project schedule to align with the larger administrative office construction work and to accommodate additional revisions, coordination, and consultation requested by the District.

Staff are preparing to move into Phase II of this project, which is to fabricate and install the remaining interpretive elements. The General Manager also recommends amending EDX's contract in the amount of \$15,000 to provide oversight of fabrication and installation and ensure the design intent of the final product is met, including reviewing shop drawings, proofs, material submittals, and samples; preparing revised graphic and content files as needed; responding to fabricator/installer requests for information; inspecting final products; and supporting project management. Additionally, the General Manager recommends a 15% contingency of \$2,250 for unforeseen issues that may arise during Phase II, bringing the contract amendment amount to

\$34,150, for a total contract amount not-to-exceed \$112,150. The Fiscal Year 2021-22 (FY22) budget includes sufficient funding to cover the recommended expenditures.

BACKGROUND

The new office space presents multiple opportunities to enhance public awareness of the District and foster a deeper connection to the local natural resources and iconic Bay Area landscapes through informative and inspirational interpretive elements. To plan and design the interpretive elements, the District completed a competitive consultant selection process in the fall of 2020, entering into a contract with EDX Exhibits ([R-20-133](#)). EDX was chosen based on their design quality and relevance, expertise and competency, commitment to accessibility and diversity, and overall cost.

The Board of Directors (Board) approved the interpretive project goals and themes as part of a project brief presented by EDX on January 27, 2021 ([R-21-18](#)). Draft design schematics were presented on March 10, 2021 ([R-21-37](#)) and the Board gave direction on an overall design approach and general tone, mood, and color palette for the project.

On July 14, 2021 ([R-21-97](#)) the Board approved designs for three time-sensitive interpretive elements: (1) three exterior interpretive signs; (2) four exterior banners; and (3) interior wall quotes. The fabrication and installation of these elements are included in the scope of the ongoing administrative office renovation project and will be completed by the existing contractor. On August 25, 2021 ([R-21-111](#)) the Board approved designs for the remaining interpretive elements: (1) interior topographic relief model; and (2) interior interpretive exhibit wall.

The final elements to be fabricated and installed in Phase II are:

Topographic Relief Model

Located near the reception desk area, this relief model highlights the District's boundaries, topography, habitats and preserves. Reading rails will provide information about each preserve, including an image, short description and allowed uses.

Interpretive Wall Exhibit

The main lobby has a 24-foot by 9-foot wall space identified for interpretive elements. This illustrative mural aligns with the chosen scheme of "*Bringing the Preserves to the People*" and highlights the iconic landscapes, habitats, plants and animals found in District preserves using natural and reused materials, smooth transitions, and natural colors to draw people into the preserve experience. Informational panels overlay the mural and there are tactile and discovery features built into the design.

DISCUSSION

Phase I – Planning and Design

EDX provided additional services that are outside of their original contract due to requests from the District throughout the project, including:

- Shifts in scope and deadlines to align with the larger, ongoing administrative office construction project.

- Additional revisions to deliverables requested by the Board and staff, including graphic additions to the mural.
- Additional coordination meetings to address District comments and questions and prepare for multiple Board presentations.
- Consultation on procurement process for fabrication and installation.

A contract amendment of \$16,900 will be required to allow EDX to complete their Phase I scope of work and deliver the final design documents and drawing set by late October 2021. EDX worked with the District to significantly reduce the fee for this amendment.

Phase II – Fabrication and Installation

EDX demonstrated relevant experience in overseeing the fabrication and installation of their designs during the selection process for Phase I work. EDX produced a high-quality Phase I work product and has knowledge of the interpretive design intent. Therefore, it is appropriate to amend EDX's contract to provide the additional following services during fabrication and installation of the topographic relief model and interpretive wall exhibit. EDX is qualified to perform the following services and can assist in bringing the project to completion at a fair and reasonable price.

- Kick-off/planning meetings with fabricator, contractor and staff;
- Review proofs and samples (3D elements, illustration, photography, maps) as needed;
- Manage art direction for mural;
- Prepare graphic files and content revisions as needed;
- Review shop drawings and material submittals as needed;
- Attend up to two virtual shop visits;
- Respond to questions and requests for information from the fabricator/installer; and
- Assist with overall project management support.

FISCAL IMPACT

At each major milestone, the District presents a revised cost estimate to ensure that the overall administrative office project remains within the May 2019 Board-approved project budget of \$27.4 million ([R-19-64](#)). Funding sources for the Project include using *Committed for Infrastructure* reserve funds, any future additions to the reserve, rent income, parity bond proceeds, and interest earned from the parity bonds. Partial reimbursement is also expected from the future sale of the current 330 Distel Circle office (R-20-117).

The administrative office interpretive elements project is divided into two phases:

- Phase 1: Planning and Design
- Phase 2: Fabrication and Installation of the approved interpretive elements

The FY22 adopted budget for the New Administrative Office (AO) Facility project #31202 is \$16,168,483. The interpretive elements, as designed, continue to fall within the budget allocation.

New Administration Office (AO) Facility #31202	Prior Year Actuals	FY22 Adopted	FY23 Projected	FY24 Projected	TOTAL
Acquisition:	\$31,742,406	\$0	\$0	\$0	\$31,742,406
Planning/Design/Construction:	\$8,213,167	\$15,168,483	\$20,000	\$0	\$23,401,650
Move-in and Closeout:	\$0	\$1,000,000	\$0	\$0	\$1,000,000
Total Budget:	\$39,955,573	\$16,168,483	\$20,000	\$0	\$56,144,056
Acquisition and associated purchase costs Spent-to-Date (as of 09/21/21):	(\$31,742,406)	\$0	\$0	\$0	(\$31,742,406)
Spent-to-Date (as of 09/21/21):	(\$8,213,167)	(\$27,064)	\$0	\$0	(\$8,240,231)
Encumbrances:	\$0	(\$12,822,423)	\$0	\$0	(\$12,822,423)
EDX Contract Amendment:	\$0	(\$36,900)	\$0	\$0	(\$36,900)
15% Contingency:	\$0	(\$2,250)	\$0	\$0	(\$2,250)
EMID Design Group Contract including Contingency:	\$0	(\$374,836)	\$0	\$0	(\$374,836)
Budget Remaining (Proposed):	\$0	\$2,905,010	\$20,000	\$0	\$2,925,010

The recommended action is not funded by Measure AA.

BOARD AND COMMITTEE REVIEW

This project has previously come to the full Board of Directors at the following public meetings:

- **November 18, 2020:** The Board awarded a contract to EDX Exhibits to complete phase 1 planning and design. ([R-20-133, meeting minutes](#))
- **January 27, 2021:** The Board reviewed, discussed and approved the project brief, which documents the interpretive foundations that will inform and guide the project. ([R-21-18, meeting minutes](#))
- **March 10, 2021:** The Board reviewed, discussed and approved the Scheme 1 design approach, which provides an overall design approach and general tone, mood and color palette for the project. ([R-21-37, meeting minutes](#))
- **June 2, 2021:** The Board confirmed their preference for use of the aluminum material chosen by the project architect for the four banners on the outside of the building, rather than a cut steel option shown at the March 10, 2021 board meeting. ([R-21-70, meeting minutes](#))
- **July 14, 2021:** The Board reviewed, discussed and approved designs for the exterior banners and interpretive signs, and the interior wall quotes. ([R-21-97, meeting minutes](#))
- **August 25, 2021:** The Board reviewed, discussed and approved designs for the final remaining interpretive elements: topographic relief model and interpretive wall exhibit. ([R-21-111, meeting minutes](#))

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

Approval of the interpretive elements is not a project subject to the California Environmental Quality Act. Furthermore, the AO Project is categorically exempt from CEQA under Section 15301, Existing Facilities. District staff filed Notices of Exemption with Santa Clara County on September 24, 2020.

NEXT STEPS

If approved, the General Manager will approve a contract amendment with EDX Exhibits.

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