



Midpeninsula Regional  
Open Space District

R-21-136  
Meeting 21-29  
October 13, 2021

## AGENDA ITEM 5

### AGENDA ITEM

Award of Contract to EMID Design Group for Staff Furniture Procurement and Installation Services for the Administrative Office Project

### GENERAL MANAGER'S RECOMMENDATIONS *deur*

1. Authorize the General Manager to enter into a contract with EMID Design Group of Fresno, CA for a not-to-exceed base amount of \$233,659 plus a bid alternate amount of \$107,101.00 for a total contract of \$340,760 to furnish 93 workspaces plus other work areas in the repurposed Administrative Office located at 5050 El Camino Real.
2. Authorize a 10% contingency amount of \$34,076 to be reserved for additional furnishings and/or replacement items, as needed, thus allowing the total contract amount to not exceed \$374,836.

### SUMMARY

Midpeninsula Regional Open Space District (District) is in the process of procuring furniture for the staff areas of the new administrative office building located at 5050 El Camino Real in Los Altos, CA. The staff areas include private offices, conference rooms, cubicle workstations, breakrooms, and huddle workspaces. A Request for Bids was issued on August 2, 2021 and four (4) bid proposals were received on September 8, 2021. EMID Design Group (EMID Design) was identified as the lowest responsive and responsible bidder. The General Manager recommends awarding a contract to EMID Design for a base contract of \$340,760, with a 10% contingency of \$34,076. The procurement of furniture is scheduled to begin in November 2021 with installation concluding in March 2022. The Fiscal Year 2021-22 (FY22) budget includes sufficient funding to cover the recommended expenditures.

### DISCUSSION

Since purchasing the current 330 Distel Circle, Los Altos office building in 1990, the District's success in growing the regional greenbelt, restoring natural lands, and expanding public access has created the need for additional office space. As a forward-thinking and fiscally prudent public agency, the District planned for its long-term office space needs by setting aside general reserve funds. After exploring alternatives, purchasing and repurposing an existing, larger office building and selling the current building to offset costs emerged as the most cost-efficient, environmentally sound long-term solution.

At the July 2017 public meeting, the Board of Directors (Board) adopted a resolution to enter into a purchase and sale agreement for the building located at 5050 El Camino Real in Los Altos

([R-17-90](#)). Escrow closed on February 1, 2019. Construction to repurpose the building to meet District needs in fulfilling its mission and serving the public started in February 2021 and is scheduled to be completed in March 2022. Throughout the AO design process, architectural consultant, Noll+Tam Architects (Noll+Tam) provided inspirational renderings of the workspace, including conceptual ideas on the furniture. However, furniture design and selection were not part of Noll+Tam's scope and is being completed by District staff with Noll+Tam's input. In April 2021, staff began an internal process to procure furniture in both the public-facing areas and staff spaces. This Board item summarizes furniture in the *staff space only*. Furniture for the public-facing areas is on a parallel track and is currently in the final phase of the selection process.

EMID Design provided a bid for furniture in the staff areas of the new office, including the entirety of the 2<sup>nd</sup> floor. Staff developed a furniture design package for this area utilizing as much of the existing furniture as possible based on lifespan of the existing furniture and transferability to the new workspace. Examples of currently owned furniture that will be relocated and reused at the new office site include workstation chairs, filing cabinets, IT server racks, outdoor break tables, and storage cabinets. The remainder of the furniture required for the new space would be furnished and installed under the proposed contract as described below.

Base Bid		
Qty	Unit	Item Description
5	Each	Steel Bookcases for Legal Library: Approx. 36-inch by 12-inch by 72-inch
8	Each	Chairs for Huddle Spaces
4	Each	24-inch Round End Tables for Huddle Spaces
8	Each	Upholstered Stools for Huddle Spaces
4	Each	Large Breakroom Tables: 60-inch by 30-inch Cafeteria Type Tables
2	Each	Small Breakroom Tables: 24-inch by 30-inch Cafeteria Type Tables
20	Each	Chairs for Breakroom Tables
4	Each	Barstools for Breakroom Counter
4	Each	Chairs for Waiting Areas
2	Each	24-inch Round End Tables for Waiting Areas
4	Each	Large Conference Room Tables: Approx 48-inch by 132-inch
1	Each	Medium Conference Room Table: Approx 36-inch by 96-inch
2	Each	Small Conference Room Table: Approx 36-inch by 72-inch
1	Each	36-inch Round Conference Table
8	Units	4 Person Workstations: 6-foot by 6-foot Minimum with Overhead Cabinets, Height-Adjustable Worksurfaces
7	Units	2 Person Workstations: 6-foot by 6-foot Minimum with Overhead Cabinets, Height-Adjustable Worksurfaces
16	Unit	Private Office Workstations: 8-foot by 11-foot Office Setup with Height-Adjustable Worksurface, Lateral Files and Upper Storage Shelves.

<b>Add Alternates</b>		
<b>Qty</b>	<b>Unit</b>	<b>Item Description</b>
69	Each	Task Chairs for Conference Rooms
2	Each	Steel Bookshelf and Lockable Cabinet
2	Each	Steel Lockers
1	Each	Deposit Box Safe
1	Each	Industrial Shelving for Server Room
2	Each	Work Room Plotter Paper Racks
1	Each	Laptop Charging Station
4	Each	Upholstered Stools for Huddle Spaces
7	Units	4 Person Workstations: 6-foot by 6-foot Minimum with Overhead Cabinets, Height-Adjustable Worksurfaces
3	Units	Private Office Workstations: 8-foot by 11-foot Office Setup with Height-Adjustable Worksurface, Lateral Files and Upper Storage Shelves.

A Request for Bids was issued on August 2, 2021 and released on BidSync. The Request for Bids allowed for both new and lightly used/refurbished items that conform to District requirements. A legal notice was posted in the San Jose Mercury News and San Mateo County Times, and a link to the solicitation was posted on the District website. Two non-mandatory pre-bid conferences were held on August 10, 2021 and August 17, 2021. Four bids were received on September 8, 2021 as listed below:

<b>Bidder</b>	<b>Location</b>	<b>Total Base Bid</b>	<b>Percent +/- from Engineer's Estimate (\$450,000)</b>
EMID Design Group	Fresno, CA	\$205,039.00	-54%
ELB - US	Pleasanton, CA	\$265,681.00	-41%
KBM-Hogue	San Jose, CA	\$314,650.54	-30%
Workspace Interiors OD	Boca Raton, FL	\$373,684.77	-17%

### ***Lightly Used/Refurbished Items***

EMID Design's bid includes both new and refurbished furniture selections. The refurbished selections make up 50% of the total base contract value (\$102,380). The usage of refurbished furniture allows the District to reduce the total environmental footprint of the procurement while achieving a significant cost savings.

The General Manager recommends awarding the contract to EMID Design as the lowest responsive and responsible bidder.

### **FISCAL IMPACT**

The overall administrative office renovation 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 FY22 adopted budget for the New Administrative Office (AO) Facility project #31202 is \$16,168,483. There are sufficient funds in the project budget to cover the recommended expenditures.

<b>New Administration Office (AO) Facility #31202</b>	<b>Prior Year Actuals</b>	<b>FY22 Adopted</b>	<b>FY23 Projected</b>	<b>FY24 Projected</b>	<b>TOTAL</b>
Acquisition:	\$31,742,406	\$0	\$0	\$0	<b>\$31,742,406</b>
Planning/Design/Construction:	\$8,213,167	\$15,168,483	\$20,000	\$0	<b>\$23,401,650</b>
Move-in and Closeout:	\$0	\$1,000,000	\$0	\$0	<b>\$1,000,000</b>
<b>Total Budget:</b>	<b>\$39,955,573</b>	<b>\$16,168,483</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$56,144,056</b>
Acquisition and associated purchase costs Spent-to-Date (as of 09/21/21):	(\$31,742,406)	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>(\$31,742,406)</b>
Spent-to-Date (as of 09/21/21):	(\$8,213,167)	(\$27,064)	\$0	\$0	<b>(\$8,240,231)</b>
Encumbrances:	\$0	(\$12,822,423)	\$0	\$0	<b>(\$12,822,423)</b>
EMID Design Group Contract:	\$0	(\$340,760)	\$0	\$0	<b>(\$340,760)</b>
10% Contingency:	\$0	(\$34,076)	\$0	\$0	<b>(\$34,076)</b>
EDX Contract Amendment including Contingency:	\$0	(\$39,150)	\$0	\$0	<b>(\$39,150)</b>
<b>Budget Remaining (Proposed):</b>	<b>\$0</b>	<b>\$2,905,010</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$2,925,010</b>

The recommended action is not funded by Measure AA.

## BOARD AND COMMITTEE REVIEW

This Project previously came before the full Board of Directors at the following public meetings:

- **October 24, 2018:** Board review and approval of the Project Design Goals and Program Elements. ([R-18-123](#), [meeting minutes](#))
- **January 9, 2019:** FYI Memorandum summarizing the AO Facility Ad Hoc Committee meeting summary. ([FYI Memo](#))
- **January 23, 2019:** Board review and feedback on the project design. ([R-19-06](#), [meeting minutes](#))
- **July 22, 2020:** Board review and feedback on the project design. ([R-20-76](#), [meeting minutes](#))
- **January 20, 2021:** Board authorization for the General Manager to enter into a contract with BHM Construction, Inc., to begin construction. ([R-21-09](#), [meeting minutes](#))
- **March 10, 2021:** Board reviewed and provided direction for AO Interpretive Elements ([R-21-37](#), [meeting minutes](#))

## PUBLIC NOTICE

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

## **CEQA COMPLIANCE**

This item is not subject to the California Environmental Quality Act.

## **NEXT STEPS**

If approved, the General Manager will enter into a contract with EMID Design. Final contract signature is subject to the contractor meeting all District requirements, including required insurance and bonding. The contract term is anticipated to begin in November 2021 and conclude in March 2022.

Responsible Department Head:

Jason Lin, Engineering and Construction Department Manager

Prepared by/Contact person:

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