



Midpeninsula Regional  
Open Space District

# Memorandum

DATE: February 26, 2014

MEMO TO: MROSD Board of Directors

THROUGH: Stephen Abbors, General Manager

FROM: Aaron Hébert, Contingent Project Manager

SUBJECT: Update on Proposed Skyline Field Office Health, Safety and Operational Improvements

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## Summary

Staff is proposing as part of next fiscal year's Action Plan to replace the Skyline Field Office's heating, ventilation, and air conditioning (HVAC) system, add an awning in front of the shop, and install a heavy equipment shelter to increase site functionality. Due to the timing of hiring the Project Manager position, progress on these projects was limited to scoping and beginning design during the 13-14 fiscal year. These basic improvements were identified in a 2008 needs analysis of the SFO facility. Staff began work on these basic health and safety facility improvements in the current FY13-14 Action Plan, with the majority of design and construction costs programmed for the FY 14-15 Action Plan and Budget. The Board will consider approval of these improvements through the FY 2014-15 Action Plan and Budget review process. The Planning and Natural Resource Committee reviewed this update at their February 18<sup>th</sup>, 2014 meeting. Contracts related to these improvements will return to the Board for approval.

## Background

An overall review of the infrastructure needs for the Skyline Field Office in 2008 resulted in proposals for expansion of the Skyline facility that were deemed too expensive by the Board of Directors. At this time staff is proposing to move forward with only the most urgent needs.

The Skyline Field Office (SFO) was constructed in 1998 and currently serves 26 full-time Operations staff, 5 seasonal employees as well as use by District staff from the administrative office. The heating, ventilation, and air conditioning (HVAC) system has not been reliable and requires high levels of maintenance and repair. Many of the repairs have focused on the heat-pump circuitry designed to detect when the units freeze over during low winter temperatures. The HVAC system occasionally has failed to provide heat in the winter when it is most needed.

The original intent of placing the HVAC on the roof was to keep it out of the way. But because the unit is set within a cavity in the pitched roof, water and snow collects during storm events, damaging the roof and siding and requiring regular patching. The highly exposed location makes the HVAC vulnerable to the freezing temperatures often experienced at the SFO.

In 2004, the Operations Manager requested an evaluation from an HVAC company to evaluate alternatives to address the problem. HVAC systems have improved in design and efficiency over the last 16 years. Replacing them with more advanced, higher efficiency units, relocating them to the ground next to the office, and closing up the cavity in the roof is the best option to address the ongoing issues with the HVAC system.

There is also a need for more work space for maintenance and patrol staff. A shop awning is an economical method of providing an outdoor work space that is protected from sun and rain. A heavy equipment shelter will extend the life of heavy equipment that would otherwise be left out in the elements.

Staff is also proposing repaving the driveway to the facility and adding an automated gate to the driveway entrance in FY 14-15 Action Plan and Budget.

In addition to these primary projects staff expects to complete two Skyline facility improvement projects in the 13-14 fiscal year, the replacement of worn out flooring in the office and the addition of insulation in the shop to improve the efficiency and efficacy of heating the shop.

#### FY13-14 Project Scope

To address potential health and safety issues and the facility's operational functionality problems, the Board authorized staff through the FY2013-14 Action Plan to upgrade the HVAC system, re-floor the office, insulate the shop, repave the driveway, purchase a heavy equipment shelter, and install an awning on the shop building. Full implementation of these projects, except for the flooring and shop insulation, was deferred to the following fiscal year.

Staff is currently finalizing contracts to insulate the shop, re-floor the office, and begin the design work on the HVAC, heavy equipment shelter, and the shop awning.

#### FY14-15 Project Scope

Staff is proposing to complete the design, engineering, permitting, and construction work to replace the HVAC, install the shop awning, and construct the heavy equipment shelter in FY14-15.

Separate from those projects, staff is proposing to install an automatic gate and repave the entrance driveway. These projects require different permits and contractors. They are planned for construction during the fourth quarter of FY14-15.

These upgrades are important to improve basic employee comfort and operational efficiency and will complement a larger overall facility improvement project should one be approved in the future. They include necessary improvements to improve basic employee health and safety conditions at SFO.

#### Fiscal Impact

The estimated cost for the HVAC system improvement is \$186,000 in FY 2014-15. The estimated cost for the Awning/Equipment Shelter improvement is \$90,000 in FY 14-15. The table below shows these estimates, in addition to costs already expended in FY 13-14, as well as estimates for other projects at SFO.

Project	FY13-14 Action and Cost	FY14-15 and Budget	Board Approval Schedule
<u>Projects Before PNR:</u>			
HVAC	Architect: \$12,500*	\$186,000	Construction Contract in September
Awning/Equipment Shelter	Architect: \$10,000*	\$90,000	Construction Contract in September
<u>Other Projects at SFO</u>			
Repave Entrance Driveway	Deferred - \$0	\$40,000	Construction Contract in Sep/Oct
Automatic Gate at Entrance	-- -- --	\$60,000	Construction Contract in Oct/Nov
Shop Insulation	Apparent Low Bid: \$14,042*	-- -- --	-- -- --
Refloor the Office	\$22,271*	-- -- --	-- -- --
	*Estimates based on Current Bidding/Negotiations		

### Next Steps

Staff is working with the architectural firm Tannerhecht to finalize the work they began in 2008 on the HVAC system and to draft recommendations for prefabricated structures for the shop awning and heavy equipment shelter that fit with the character of the site. Based on that work, staff anticipates continuing to work with Tannerhecht to finalize the drawings, create a permit set, and work with Santa Clara County on obtaining the permits. Bidding and completing these basic improvements is anticipated later in FY2014-15. The contracts will go to the Board for approval in the late summer.

### Attachments

1. Example Awning
2. Site Plan of Skyline Field Office - HVAC
3. Example Equipment Shelter

SFO Exhibits

Example Awning



Example Awning 2



# Site Plan of Skyline Field Office - HVAC

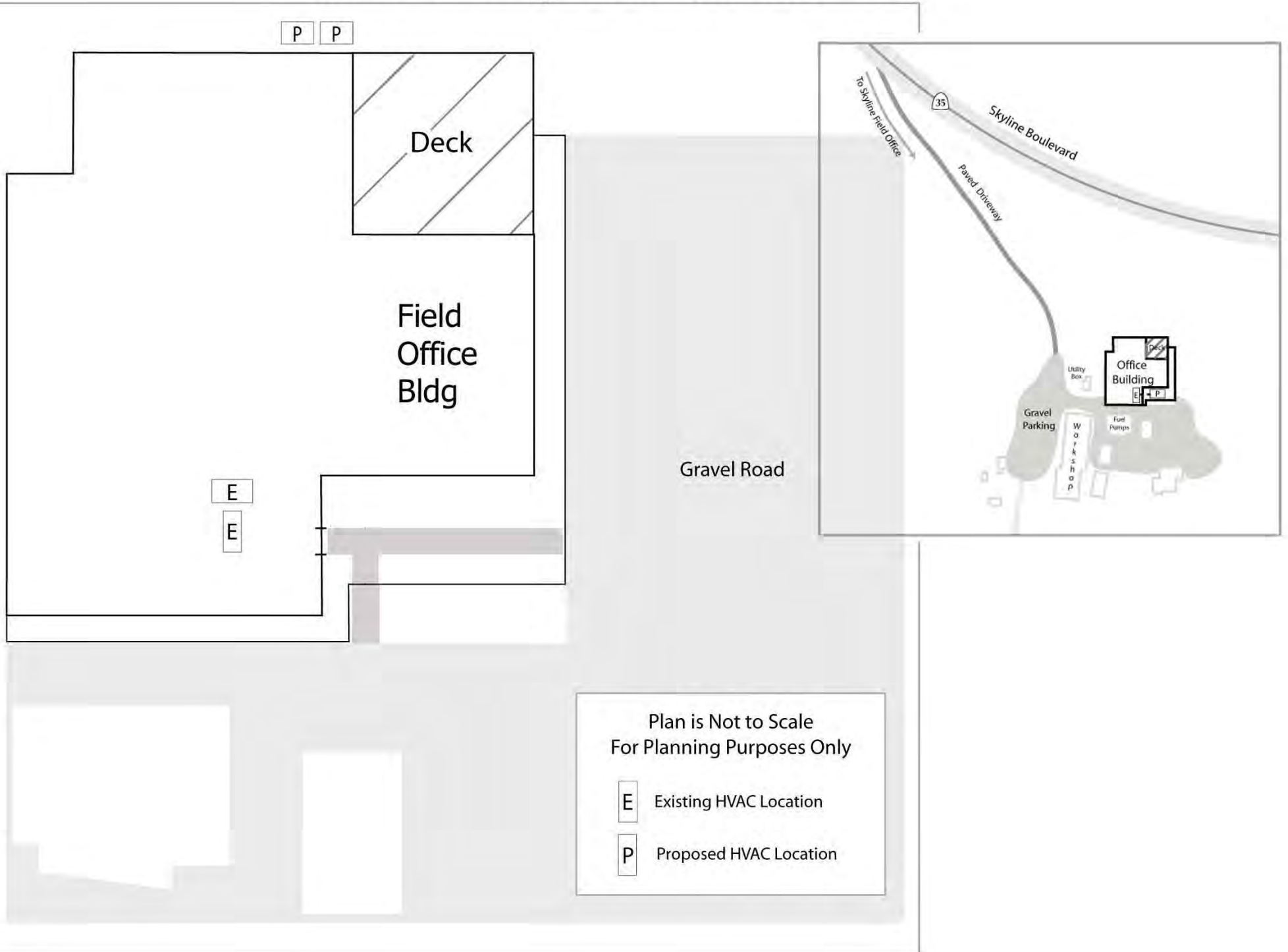


Figure 1 Existing Roof Well

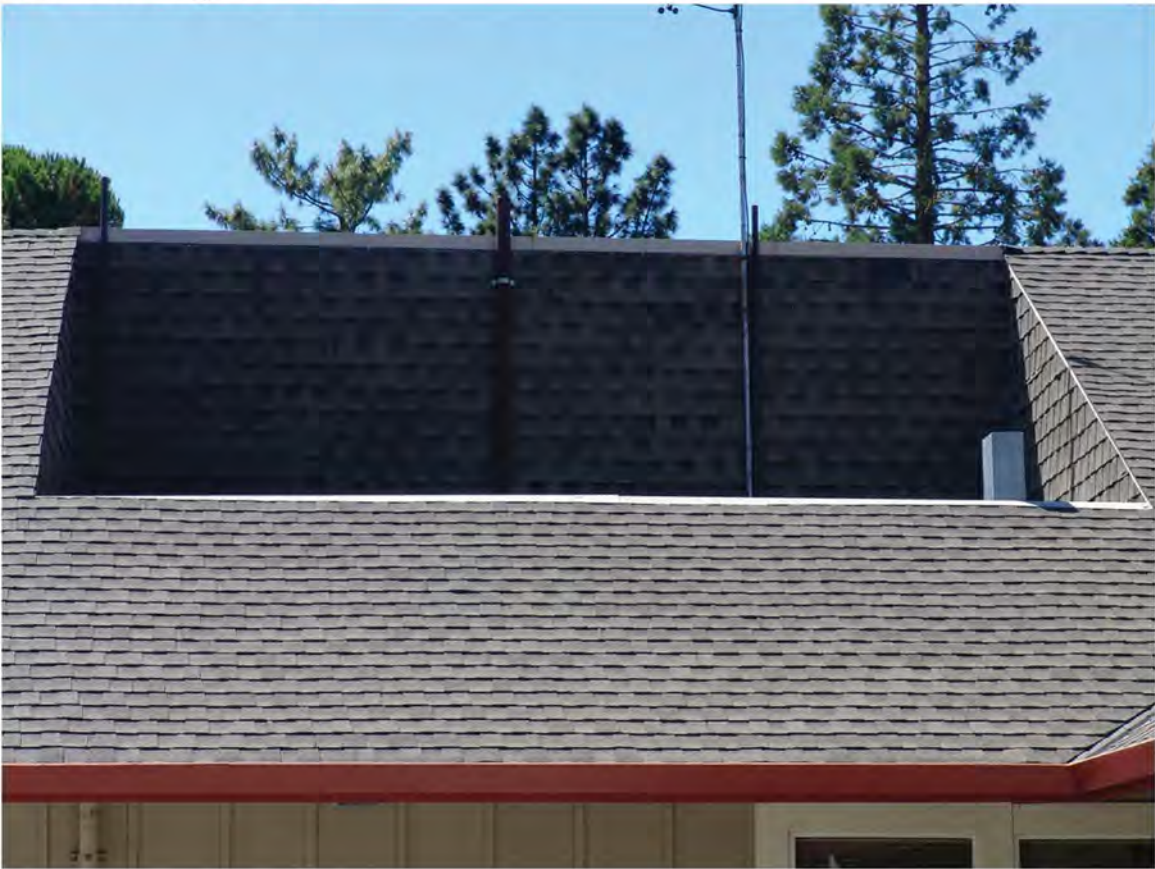


Figure 2 Existing Roof Well, Skyline Field Office, and Surroundings



Figure 3 Entrance to the Roof Well - Crawl Space (Dimension is ~ 2 x 3 ft.)



Figure 4 Interior of Roof Well, Ventilation Ducts to Remain





Figure 5 Roof Well Panorama - two package units to be removed



Figure 6 Roof Well Panorama



Example Equipment Shelter Exhibit

