



Midpeninsula Regional
Open Space District

R-24-13
Meeting 24-03
January 24, 2024

AGENDA ITEM 7

AGENDA ITEM

Award of Contract to EMID Design Group for Procurement and Installation of 24 Workstations

GENERAL MANAGER'S RECOMMENDATIONS *den*

1. Award a contract to EMID Design Group of Fresno, CA for a not-to-exceed base amount of \$110,939 to furnish and install 24 staff workstations to occupy the East Wing of the 1st Floor of the Administrative Office located at 5050 El Camino Real.
2. Authorize a 10% contingency amount of \$11,094 to be reserved for unanticipated issues, additional furnishings and/or replacement items, for a total contract not-to-exceed amount of \$122,033.

SUMMARY

The Midpeninsula Regional Open Space District (District) is in the process of procuring furniture to occupy a new staff area located on the east wing of the 1st floor of the Administrative Office. This staff area will include both cubicles and private office workstations. EMID Design Group (EMID Design), the contractor that previously installed the staff furniture on the 2nd floor, has provided a proposal to furnish and install furniture for the 1st floor workspace to match the existing furniture on the 2nd floor as closely as possible. The General Manager recommends awarding a contract to EMID Design Group of Fresno, CA for a not-to-exceed base amount of \$110,939 and a 10% contingency of \$11,094, to furnish 24 workspaces, with installation concluding in February/March 2024. There are sufficient funds in the adopted Fiscal Year 2023-24 (FY24) to cover the costs of the recommendation.

DISCUSSION

The District substantially completed the renovation of a new Administrative Office facility located at 5050 El Camino Real in Los Altos, CA in May 2022 and shortly afterwards began occupying the 2nd floor space. To furnish the 2nd floor space, the District issued a Request for Bids for Staff Furniture Procurement and Installation Services in 2021. With the new hybrid work model arising out of the pandemic, the District was able to successfully accommodate its employees using less office floor space than originally contemplated and designed for the first few years of office occupation. As such, when the District awarded the Contract for the Staff Furniture Procurement and Installation in 2021, the 1st floor furniture bid alternative was not included in the original contract scope.

In July 2023, the District awarded a construction contract to convert the existing 7,600 square foot east wing 1st floor office space into two separate office suites – a 5,400 square foot District office space and a 2,200 square foot tenant leasing space to optimize use of the new office. This configuration allows a portion of the first floor to be reserved for District use to accommodate growth in staff and operations while leasing out the remainder of the space as a means to further recoup costs and generate additional

revenue to support the District's work. The 5,400 square foot District office space allows for the addition of 24 workstations, 2 manager offices, and a medium sized conference room.

Two years after moving into the new office, with the addition of new staff positions and the anticipated additional growth arising from the recent 2023/24 Financial and Operational Sustainability Model (FOSM) Refresh, the District is now in need of the available floor space located on the 1st floor of the building. This move coincides well with the recent completion of the 1st floor east wing reconfiguration.

On November 13, 2023, District staff issued a Request for Bids for a contractor to supply and install 6 pods of 4 cubicles for a total of 24 workstations (see Attachment 1). EMID Design Group was the only contractor who submitted a bid. The bid is of a reasonable cost, with an approximate 15% price increase, which is in-line with inflation compared to bids two years ago. The vendor will provide a design closely matching the furniture on the 2nd floor, with the only significant difference being lower walls on the window side to allow for more light into the cubicles and higher walls on the hallway side to maintain a level of privacy and noise buffering (see Attachment 2). The bid also includes delivery, installation and connection to electrical sources.

FISCAL IMPACT

The overall project remains within the May 2019 Board-approved project budget for planning, design, and construction 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 generated in the new AO, parity bond proceeds, and interest earned from the parity bonds. Sale of the former 330 Distel Circle administrative office is also providing partial reimbursement (R-20-117).

The FY24 adopted budget to complete close out the New Administrative Office (AO) Facility project #31202 is \$200,000. There are sufficient funds in the project budget to cover the recommended expenditures.

New Administrative Office (AO) Facility #31202	Prior Year Actuals	FY24 Adopted	FY25 Projected	FY26 Projected	Estimated Future Years	TOTAL
Acquisition:	\$31,742,406	\$0	\$0	\$0	\$0	\$31,742,406
Planning/Design/Construction:	\$25,981,879	\$50,000	\$0	\$0	\$0	\$26,031,879
Move-in and Closeout:	\$496,502	\$150,000	\$0	\$0	\$0	\$646,502
Total Budget (Fund 40):	\$58,220,787	\$200,000	\$0	\$0	\$0	\$58,420,787
Acquisition and associated purchase costs Spent-to-Date (as of 1/12/24):	(\$31,742,406)	\$0	\$0	\$0	\$0	(\$31,742,406)
Spent-to-Date (as of 1/12/24):	(\$26,478,381)	(\$8,105)	\$0	\$0	\$0	(\$26,486,486)
Encumbrances:	\$0	(\$39,819)	\$0	\$0	\$0	(\$39,819)
EMID Design Group Contract:	\$0	(\$110,939)	\$0	\$0	\$0	(\$110,939)
10% Contingency:	\$0	(\$11,094)	\$0	\$0	\$0	(\$11,094)
Budget Remaining (Proposed):	\$0	\$30,043	\$0	\$0	\$0	\$30,043

The recommended action is not funded by Measure AA.

PRIOR 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](#))
- **October 13, 2021:** Board authorization for the General Manager to enter into a contract with EMID Design Group for District Staff Furniture Procurement Installation and Procurement. ([R-21-136, meeting minutes](#))
- **December 14, 2022:** The Board authorized the General Manager to amend a contract with Noll + Tam Architects to provide lease space design services for the Administrative Office Project ([R-22-143 Board Report and Minutes](#)).
- **July 26, 2023:** Board authorization for the General Manager to enter into a contract with United Builders Corporation to begin construction. ([R-23-89, meeting minutes](#))

PUBLIC NOTICE

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

CEQA COMPLIANCE

The District has determined that the proposed installation of new workstations in the east wing of the 1st floor of the Administrative Office is categorically exempt under CEQA guidelines Section 15301, Existing Facilities.

NEXT STEPS

If approved, the General Manager will enter into a contract with EMID Design. Final contract execution is subject to the contractor meeting all District requirements, including required insurance and bonding.

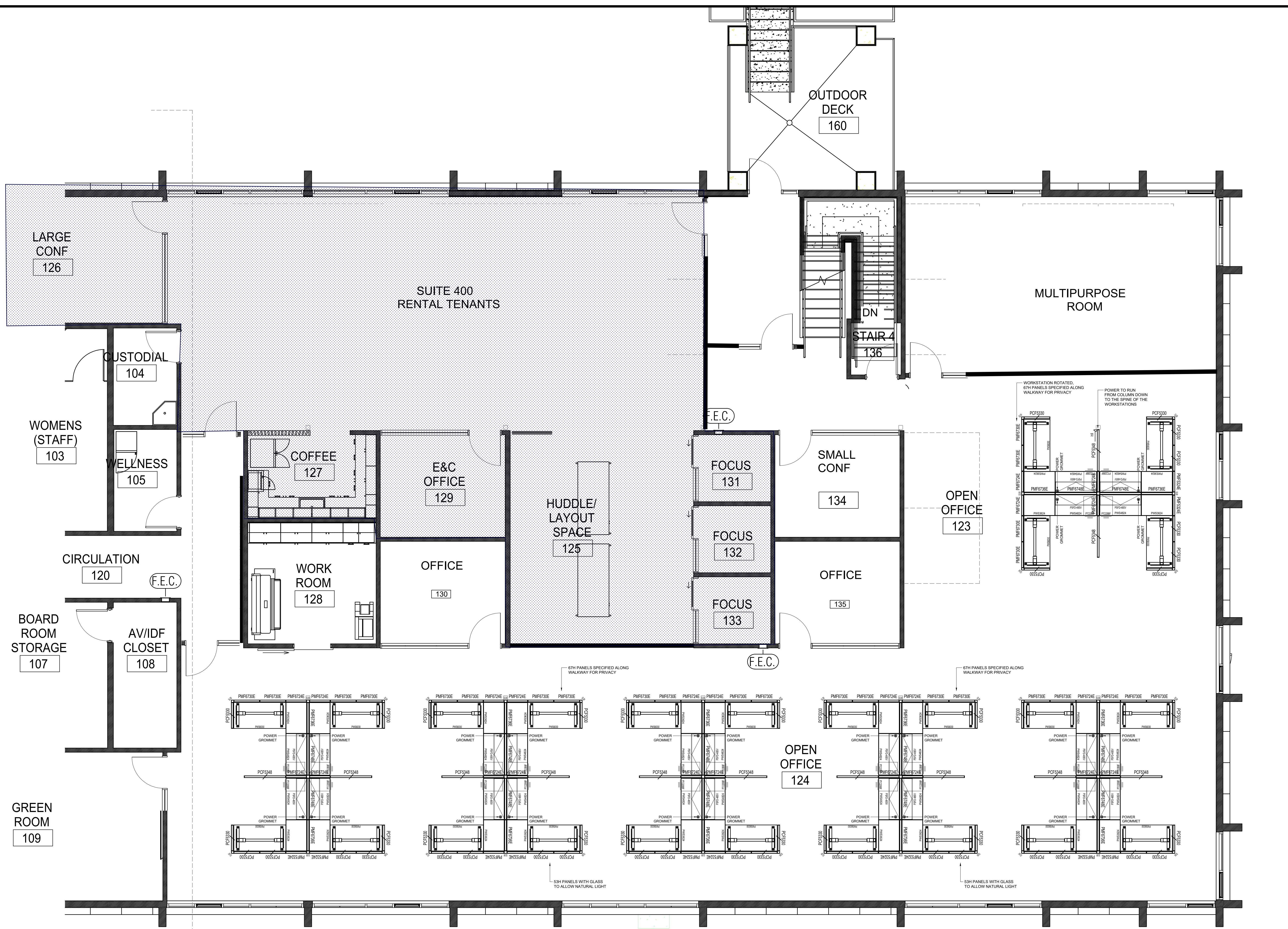
Attachments:

1. Furniture Plan
2. Workstations

Responsible Department Head/Prepared by/Contact person:
Stefan Jaskulak, Chief Financial Officer/Director of Administrative Services

This drawing is proprietary of EMID Design Group. All designs represented in this drawing are for the sole use by client(s) listed on this drawing. Use by other person, business, or organization without the express written consent of EMID Design Group is forbidden.

#EMIDDESIGNGROUP



OPTION #1 OPEN OFFICE

123 & 124

4 PERSON WORKSTATION

