



Midpeninsula Regional
Open Space District

R-19-65
Meeting 19-14
May 22, 2019

AGENDA ITEM 8

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Contract amendment for design, permitting, and construction administration services to move the new Administrative Office reconfiguration project at 5050 El Camino Road, Los Altos, CA 94022 forward from schematic design, through design development and construction, to project close-out

GENERAL MANAGER'S RECOMMENDATIONS *den*

1. Authorize the General Manager to execute an amendment to the professional services contract with Noll & Tam Architects to provide design development, construction documents, permitting assistance, construction administration, and as-built drawings for the tenant improvements of the Administrative Office Reconfiguration Project at 5050 El Camino Real, Los Altos, CA in the amount of \$1,375,817, for an amended total contract amount of \$1,762,768.
2. Authorize a 15% contingency of \$206,373 to address unforeseen issues, bringing the total not-to-exceed contract amount to \$1,969,141.

SUMMARY

On August 22, 2018, the Midpeninsula Regional Open Space District (District) selected Noll & Tam Architects (Noll & Tam) to develop the initial schematic design and associated cost estimate for the Administrative Office (AO) reconfiguration project. Upon Board of Directors' (Board) approval of the Final Schematic Design, which is scheduled for this same May 22 regular meeting, the General Manager recommends amending Noll & Tam's contract for a base amount of \$1,375,817 and authorizing a 15% contingency amount of \$206,373. The scope of work under the amended contract will include design development and environmental review, construction documents and permitting, bidding assistance, construction administration services, and record drawings preparation. This amendment would move the project from Schematic Designs, through Design Development, Permitting, Bidding, and Construction, to Project Close-out.

DISCUSSION

After a competitive Request for Qualification and Proposals (RFQP) process, on August 22, 2018, the Board authorized the General Manager to enter into contract with Noll and Tam to provide architectural services, and develop the schematic design and cost estimate (R-18-97) for the AO project. Since August 2018, Noll & Tam regularly met with the Board, AO Ad Hoc Committee, and staff to evaluate District goals and program elements, and prepared several iterations of the

schematic design and cost estimate. On October 24, 2018, the Board confirmed the Project Goals and Program Elements and selected the “Enhanced Design” as the preferred alternative (R-18-123).

If the Board approves the final schematic design and associated costs at this same May 22 regular meeting, the next step for the project is to move into design development and environmental review, which will inform the development of construction documents and permitting, to then prepare for the bidding process, enter into construction, and eventually close out the project with final as-built drawings. Throughout the schematic design phase of the project, Noll and Tam demonstrated their ability to understand District needs, develop creative and technical solutions, communicate effectively with the Board and public, and meet the aggressive project deadlines. Continuing architectural and engineering services with Noll & Tam to complete these next set of project phases serves to streamline the design and construction portions of the project with a consultant team that has demonstrated a high level of skill, resourcefulness, creativity, clear communication, and excellent deliverable products.

Industry standard for architecture and engineering consultant fees for this type of project is typically 10% to 12% of the total construction costs. The current estimated construction cost is approximately \$21M (excludes soft costs, contingency, escalation). Therefore, the typical consultant fee should be approximately \$2.1M to \$2.52M. Noll & Tam’s consulting fee of \$1,762,768 is below the industry standard and consistent with the soft costs presented during the April 24, 2019 meeting (R-19-48).

The following is a summary of Noll & Tam’s proposed architectural and engineering scope of work. Tasks 1 through 3 were part of the original contract and have been completed. Tasks 4 through 7 would be included in the contract amendment.

Task 4 – Design Development and Environmental Review

Design Development will build upon Board-approved final schematic design concepts and includes drawings, specifications, and other documents to further develop and describe the size and character of the following:

- Architectural site plan, including floor plan/roof plan/reflected ceiling plan and major building elevations/sections
- Civil site plans, including utilities, grading, and drainage
- Structural components
- Mechanical and plumbing systems, including heating, ventilation, and air conditioning (HVAC)
- Electrical and lighting plans
- Telecommunications systems
- Interior design and finishes
- Signage plan
- Landscape architecture, including paving material and planting layout

Staff will work concurrently on the California Environmental Quality Act (CEQA) documents and coordinate with the City of Los Altos for approval. Noll and Tam will continue to update the cost estimate to ensure the project costs stay within the approved budget. The design team will return to the Board for progress update and approval of the design development documents. The project scope of work includes coordination meetings with staff, site visits, and a Board presentation.

Task 5 – Construction Documents and Permitting

Upon District approval of design development documents, Noll & Tam will prepare construction documents consisting of drawings, specifications, calculations, and other documents. These documents will be more technical in nature compared to design development and sufficient for bidding and construction of the project. In addition, Noll and Tam will work with staff to prepare the base bid and list of add alternates, as informed by prior Board direction. Additional add alternates that are consistent with prior Board approvals may also be identified to maximize program content and overall project value. The design team will return to the Board for final review of the draft bid package and to discuss add alternates. Noll and Tam will also submit the construction documents to the City of Los Altos for building and other required permits. Noll & Tam's scope of work includes coordination meetings with staff, site visits, and a Board presentation.

Task 6 – Bidding Support and Construction Administration

Once a permit is secured with the City of Los Altos, Noll & Tam will assist the District in identifying and evaluating potential bidders, attend a pre-bid conference, and provide technical overview of the design intent by answering questions from potential bidders, including rendering interpretations and clarifying drawings and specifications through addenda.

After the District hires a general contractor and construction begins, Noll & Tam will perform construction administration services consisting of a review of shop drawing submittals, attending bi-weekly job-construction progress meetings and onsite construction observation, visiting the site frequently to review the quality of the work performed, and advising the District if the work is proceeding in accordance with the contract documents. In addition, Noll & Tam will respond to design questions that may arise from the general contractor as part of the construction process, address general contractor's proposed substitutions, and review the delivery and installation schedules for various materials.

Once the project reaches substantial completion, Noll & Tam will visit the site, and review/edit the punch list prepared by the general contractor, and provide commissioning services for the HVAC controls, HVAC, security and, audio visual (for contractor-built items). Once the general contractor addresses the punch list items, Noll & Tam will return to the site as needed, to review and confirm the work is complete. Noll and Tam will issue the dates for substantial and final completion.

Task 7 – As-Built Drawings

During construction, the general contractor will maintain an up-to-date set of drawings reflecting the construction conditions of the work performed by its subcontractors, including all changes to the documents. The general contractor will submit these updates at the end of the project for District and Noll & Tam to review for accuracy and completeness. After the review is completed, Noll & Tam will update the electronic documents and provide the District with AutoCAD as-built drawings and specifications. These documents will serve as the record documents for the project.

The table below summarizes the tasks and associated fees.

<i>Complete Tasks</i>	Fees
Task 1 – Project Management	\$26,160*
Task 2 – Review, Assess, and Document Existing Conditions	\$36,231*
Task 3 – Schematic Design	\$324,560*
<i>Tasks Remaining (subject of the proposed contract amendment)</i>	
Task 4 – Design Development and Environmental Review	\$403,535
Task 5 – Construction Documents and Permitting	\$624,444
Task 6 – Bidding Support and Construction Administration	\$329,124
Task 7 – As-Built Drawings	\$18,714
Subtotal	\$1,375,817
15% contingency	\$206,373
TOTAL AMENDMENT	\$1,582,190

**Represent schematic design costs including contingency. These costs are shown for reference only and not reflected in the subtotal or total.*

FISCAL IMPACT

The AO project currently has \$27.4 million in funding needs including Noll & Tam’s \$1,582,190 contract amendment. This project will be funded using the current Committed for Infrastructure reserve funds, any future additions to the reserve, rent income, parity bond proceeds, and interest earned from the parity bonds.

Neither the building acquisition nor the recommended action (design and construction of remodel and repurpose of the building) are funded by Measure AA.

The FY2018-19 budget for the New AO Facility project (#31202) has \$67,575 remaining for architectural and engineering design work. The budget for this project is shown in the table below and includes projections for future years and the impact of the contract amendment request. FY2019-20 project budget will be adopted as part of the annual Budget and Action Plan process, scheduled for late June 2019. The project budget in FY2020-21 and beyond will be adopted annually by the Board.

Project #31202	Prior Year Actuals	FY18-19	FY19-20	FY20-21	FY21-22	Total
New AO Facility Budget	\$135,142	\$32,150,100	\$623,744	\$3,566,223	\$19,481,942	\$55,957,151
less approved Building Acquisition:	\$0	(\$31,550,100)	\$0	\$0	\$0	(\$31,550,100)
less Spent to Date (as of 05/15/19):	(\$135,142)	(\$478,670)				(\$613,812)
less Encumbrances:	\$0	(\$53,755)				(\$53,755)
less Contract Amendment (includes 15% contingency):	\$0	(\$47,466)	(\$553,767)	(\$553,767)	(\$427,191)	(\$1,582,190)
Budget Remaining (Proposed)*:	\$0	\$20,109	\$69,978	\$3,012,457	\$19,054,751	\$22,157,294

**Future year budgets do not include revised project expenses as shown in the Schematic Design Approval, presented to the Board at the May 22, 2019 meeting; however, a funding plan is in place.*

PUBLIC NOTICE

Public notice 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 site improvements as part of the permitting process.

NEXT STEPS

Upon Board authorization, the General Manager will direct staff to amend the contract with Noll & Tam Architects to complete the construction documents, secure permits, provide construction administration services and issue record 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 past and future major milestones for this project.

Milestones	Tentative Timeline
Select Architectural Firm	March 2018 - August 2018
Schematic Design and Programming	September 2018 - May 2019
Design Development, Permitting, and CEQA review	May – October 2019
Construction Documents and Remaining Permits	October 2019 - March 2021
Construction	March 2021 - March 2022
Move-In	March 2022

Responsible Department Head:

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