



AGENDA REPORT SUMMARY

Meeting Date: May 23, 2023

Subject: First Amendment to the Agreement with CO+ED Architecture to provide design, construction documents, bid support, and construction administration services for the Los Altos Youth Center office conversion and City Hall expansion

Prepared by: Morgan Loatfi, Special Projects Manager

Reviewed by: James Sandoval, Director of Public Works

Approved by: Gabriel Engeland, City Manager

Attachment(s):

- Attachment 1: Scope of Work and Fee Estimate
- Attachment 2: Resolution

Initiated by:

City Council – Capital Improvement Plan Project CF-01003

Previous Council Consideration:

None

Fiscal Impact:

The proposed scope of work for Amendment No. 1 is estimated to cost \$48,888. Sufficient funds are available in Project CF-01003—Civic Facilities Buildings in the FY-2022/23 CIP budget.

- Breakdown of contract budget adjustment:
 - **Original Agreement: \$96,180** – Total for a contract through FY 23/24
 - **Amendment No. 1: \$48,888** – Extend contract term through FY 24/25 and add funds to CO+ED Architecture’s contract budget
 - **Total: \$145,068**
- Amount already included in the approved budget? Yes
- Total Budget Available in CF-01003: \$2.83 million
- Amount above budget requested: \$0

The Scope of Work and a breakdown of the \$48,888 cost proposal are shown in Attachment A.

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD

Subject: First Amendment to the CO+ED Architecture’s Contract Agreement for the design, construction documents, bid support, and construction administration services for the Los Altos Youth Center office conversion.

Environmental Review:

Not applicable

Policy Question(s) for Council Consideration:

- Does the Council wish to direct staff to expand the design services contract for the Los Altos Youth Center office conversion and City Hall expansion by \$48,888?

Summary:

- On August 16, 2022, the City of Los Altos executed a contract with CO+ED Architecture in the amount of \$96,180 to provide the design, construction documents, bid support, and construction administration services for the Los Altos Youth Center (LAYC) office conversion.
- The Scope of Work for the additional services in Amendment No. 1 includes:
 - a. New Electric Service Design and PG&E Service Application
 - b. New MPOE Design (Minimum Point of Entry) and Broadband Service Application
 - c. Backup Power Generator Design
 - d. Topographic Survey & Underground Utility Locating
 - e. Underground Fire Service Design for Fire Sprinkler System
- Staff are seeking the First Amendment to CO+ED Architecture’s agreement to provide the above additional tasks, plus a 10% contingency for the scope of work of the overall agreement, for the LAYC in an amount not to exceed \$48,888. The Scope of Work and a breakdown of this cost proposal are shown in Attachment A.

Staff Recommendation:

Adopt a resolution to authorize the City Manager to execute Amendment No. 1 to the agreement between the City of Los Altos and CO+ED Architecture to extend the term through FY 24/25 and add funds in the amount of \$48,888 for a total not to exceed professional services budget of \$145,068 in providing design, construction documents, bid support, and construction administration for the new Los Altos Youth Center office conversion and City Hall expansion.

Purpose:

To provide the design, construction documents, bid support, and construction administration for the new Los Altos Youth Center office conversion.

Background:

Los Altos City Hall staff have outgrown the office space-needs to support the City Manager’s Office, Public Works Department, Development Services Department, Human Resources, IT, Finance Department, and City administrative staff. Accordingly, on August 16, 2022, the City of Los Altos hired CO+ED Architecture to provide a design for a code-compliant office conversion for LAYC to accommodate the space-needs of City Hall.

Subject: First Amendment to the CO+ED Architecture’s Contract Agreement for the design, construction documents, bid support, and construction administration services for the Los Altos Youth Center office conversion.

The CO+ED Architecture team worked closely with Public Works-Engineering and the project stakeholders who will move into LAYC, including the City Manager’s Office, Human Resources, IT, Finance Department, and City administrative staff to understand their operational and infrastructure needs. This group of stakeholders worked with the design team and Public Works-Engineering to identify spaces and design elements within and outside the building that would support the LAYC function.

Discussion/Analysis:

CO+ED Architecture was awarded a contract in the amount of \$96,200 on August 16, 2022. Approval of the First Amendment is proposed herein to carry out a complete LAYC design, construction documents for the LAYC conversion, along with bidding and construction administration support. The added Scope of Work for the First Amendment is summarized as follows:

- a. New Electric Service Design and PG&E Service Application
- b. New MPOE Design (Minimum Point of Entry) and Broadband Service Application
- c. Backup Power Generator Design
- d. Topographic Survey & Underground Utility Locating
- e. Underground Fire Service Design for Fire Sprinkler System

Staff are seeking the First Amendment to CO+ED Architecture’s agreement to provide the above additional tasks, plus a 10% contingency for the scope of work of the overall agreement, for the LAYC in an amount not to exceed \$48,888. The details of the Scope of Work and a breakdown of this cost proposal are shown in Attachment A.

CO+ED Architecture estimates the following schedule between now and the LAYC’s construction contract bid award.

- 4/03/23 - 5/01/23 Documentation- 4 weeks
- 5/01/23 - 5/18/23 Planning Review
- 5/18/23 - 5/26/23 Revise documents to incorporate planning
- 5/26/23 - 5/29/23 Building Permit + Back Check + SCC Fire Permit
 - 5/01 – 5/15 City Initial Review (2 weeks)
 - 5/15 –5/26 Design Team Corrections (2 weeks)
 - 5/26– 5/29 City Back Check (1 weeks)
- 5/29/23 - 06/19/23 Prepare Bid Documents
- 6/19/23 - 07/19/23 Issue for bid/4 week bid period
- 8/22/2023 City Council Meeting: Award of Construction Contract

Subject: First Amendment to the CO+ED Architecture's Contract Agreement for the design, construction documents, bid support, and construction administration services for the Los Altos Youth Center office conversion.

Recommendation:

The staff recommends the City Council adopt a resolution to authorize the City Manager to execute Amendment No. 1 to the agreement between the City of Los Altos and CO+ED Architecture to extend the term through FY 24/25 and add funds in the amount of \$48,888 for a total not to exceed professional services budget of \$145,068 to provide design, construction documents, bid support, and construction administration for the new Los Altos Youth Center office conversion and City Hall expansion.