



## AGENDA REPORT SUMMARY

**Meeting Date:** July 11, 2023

**Subject:** Third Amendment to the Noll & Tam Architects and Planners' EOC Design Agreement for expanding the EOC's generator to power the entire Community Center and the critical features of Los Altos Youth Center Office Conversion (LAYC) during an outage.

**Prepared by:** Morgan Loatfi, Special Projects Manager

**Reviewed by:** James Sandoval, Director of Public Works

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

- Attachment A: Scope of Work and Fee Estimate
- Attachment B: Resolution

**Initiated by:**

City Council – Capital Improvement Plan Project CF-01021

**Previous Council Consideration:**

Not applicable

**Fiscal Impact:**

The proposed scope of work for this agreement is estimated to cost \$75,583. The funds for this scope of work come from two sources: the Park-In-Lieu fund and General Fund. The additional design fee for increasing the size of the EOC's emergency generator to power the *entire* Community Center (not just the EOC wing) during an outage would be funded by the Park-In-Lieu fund, in the amount of \$54,473. The additional design fee for expanding the EOC's generator to provide power to the critical elements of the Los Altos Youth Center City Hall expansion (i.e., the citywide IT server room) would be funded by the General Fund, in the amount of \$21,110. Sufficient funds are available in Project CF-01021—Emergency Operations Center in the FY-2023/24 CIP budget, including the Park-In-Lieu Fund.

- Amount already included in approved budget? Yes
- Total Budget Available in CF-01021: \$2,950,000
  - o Subtotal Budget Available in the General Fund: \$350,000
  - o Subtotal Budget Available in Park-In-Lieu Fund per Resolution 2023-36: \$600,000
- Amount above budget requested: \$0

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City Manager

GE

**Reviewed By:**

City Attorney

JH

Finance Director

JD

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The Scope of Work and a breakdown of the \$75,583 cost proposal is shown in Attachment A.

**Environmental Review:**

Not applicable

**Policy Question(s) for Council Consideration:**

- Does the Council wish to direct staff to increase the size of the generator to power the entire Community Center and the critical features of Los Altos Youth Center Office Conversion (LAYC)?

**Summary:**

- Staff is seeking Amendment No. 3 to Noll and Tam's contract for expanding the EOC's generator to power the entire Community Center and the critical features of Los Altos Youth Center Office Conversion (LAYC) for an amount not to exceed \$75,583. The Scope of Work and a breakdown of this cost proposal is shown in Attachment A.

**Staff Recommendation:**

Adopt a resolution to authorize the City Manager to execute Amendment No. 3 to the EOC Design Agreement between the City of Los Altos and Noll & Tam Architects and Planners through FY 24-25 in an amount not to exceed \$75,583 for expanding the EOC's generator to power the entire Community Center and the critical features of Los Altos Youth Center Office Conversion (LAYC) during an outage.

**Purpose:**

To increase the size of the EOC's generator to power the entire Community Center and the critical features of Los Altos Youth Center Office Conversion (LAYC).

**Background:**

In Spring 2022, the City of Los Altos hired Noll and Tam to provide a conceptual design for incorporating a code-compliant Emergency Operations Center (EOC) into the recently completed Los Altos Community Center.

Noll & Tam Architects was awarded a contract in the amount of \$89,243 on May 25, 2022, and awarded Amendment No. 1 in the amount of \$8,427 on December 8, 2022, to provide a conceptual design for incorporating a code-compliant EOC. Also, on January 31, 2023, Council awarded Amendment No. 2 in the amount of \$250,690, to carry out a complete EOC design and construction documents for the EOC, along with construction administration support.

**Discussion/Analysis:**

The severe 2023 winter storms caused multiple power outages impacted City Hall operations, including interruption to a City Council Meeting. During the extended outage, Community Center operations had to be relocated to the Grant Park Community Center, which had power and proved to be a valuable resource for residents that were without power. Through the lessons learned from these experiences, staff realized the importance of having an operational

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**Recommendation:**

The staff recommends the City Council adopt a resolution to authorize the City Manager to execute Amendment No. 3 to the EOC Design Agreement between the City of Los Altos and Noll & Tam Architects and Planners through FY 24-25 in an amount not to exceed \$75,583 for expanding the EOC's generator to power the entire Community Center and the critical features of Los Altos Youth Center Office Conversion during an outage.

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## **Attachment A**

### **Scope of Work and Fee Estimate**

#### **SCOPE OF WORK:**

##### **ASR #3 EOC Genset Redesign:**

The City of Los Altos requested the design team to provide a design for added scope to evaluate an upsized generator sized for the whole building and redesign the emergency power generator system for the Los Altos Emergency Operations Center.

The scope of work for this change includes evaluation of the upsizing impact to the electrical, diesel plumbing, exterior generator enclosure, feeders, site trench layout, and operation of the EOC and community center in the event of an emergency or power outage. Included are meetings with the City to understand the options requested, possible inclusion of EV charging for the City vehicle fleet and to aid the City in making the final decision moving forward.

Included are consultant fees which were impacted by this request, including Electrical, Civil, Plumbing, Acoustical and Cost Estimating. All team members had additional design coordination, drawing exchanges and conference calls. Below is a summary of the unique impact to the team's work:

1. **Electrical Engineering:** Prepare preliminary info for cost estimating and decision making. Prepare a new single line diagram, revise electrical drawings for new generator approach, and revise load calculations.
2. **Civil:** Amend grading, drainage, and utility routing design for the upsized genset equipment and enclosure and provide additional/re-design of trench routing and pull box placement for expanded trenches and feeders.
3. **Plumbing Engineering:** Prepare preliminary info for cost estimating. Evaluating fuel tank sizes with generator options. Redesigning the diesel fuel oil system for the enlarged generator and fuel tank including adding a new pump rack and new day tank.
4. **Acoustical:** Prepare revised acoustical calculations and revise recommendations based on the increased acoustical emissions of the larger generator unit.
5. **Cost Estimating:** Added time for calls and preliminary cost input for the City decision making.

Note that Telecom, Structural, Cost Estimating, and the Radio/Antenna scope were not impacted.

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**ASR #4 – Adding LAYC loads to EOC Genset:**

The City of Los Altos requested the design team to provide a design for added scope to evaluate and redesign an upsized generator system sized for adding emergency electrical loads from the Los Altos Youth Center (LAYC) project to the emergency power generator system for the Los Altos Emergency Operations Center.

The scope of work for this change includes evaluation of the upsizing impact to the electrical, diesel plumbing, exterior generator enclosure, feeders, site trench layout, and operation of the EOC and community center in the event of an emergency or power outage. Included are meetings with the City to understand the options requested and to aid the City in making the final decision moving forward. After the decision was made, the time to redesign, perform duplicate coordination including conference calls and drawing exchanges, and redocumentation is also included to the progress level approximately reached prior to the point when the City requested the change, on June 1st.

Included are consultant fees which were impacted by this request, including Electrical, Plumbing, and Acoustical. All team members had additional design coordination, drawing exchanges and conference calls. Below is a summary of the unique impact to the team's work:

1. Electrical Engineering: Prepare preliminary info for cost estimating and decision making. Prepare a new single line diagram, revise electrical drawings for new generator approach, and revise load calculations.
2. Civil: Amend utility routing design for the added LAYC UG feeders going north and the upsized genset equipment and enclosure, including trench routing and pull box placement for expanded trenches and feeders.
3. Plumbing Engineering: Prepare preliminary info for cost estimating. Evaluating fuel tank sizes with generator options. Redesigning the diesel fuel oil system for the enlarged generator and fuel tank including upsizing the fuel tank and redesigning the day tank.
4. Acoustical: Prepare revised acoustical calculations and revise recommendations based on the increased acoustical emissions of the larger generator unit.

Note that Telecom, Structural, Cost Estimating, and the Radio/Antenna scope were not impacted.

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**ATTACHMENT A**

**Fee Estimate:**

**ASR 03 Compensation:**

N&T will provide the services on a Time and Materials basis, with a not-to-exceed budget in accordance with our original contract agreement as follows:

N&T Architectural Services	\$21,000
OMM	\$10,450
BKF	\$6,000
Taylor	\$7,920
SFMI Acoustical Services	\$2,871
Mack5 Cost Estimating	\$618
<hr/> Subtotal	<hr/> \$49,521

**ASR 04 Compensation:**

N&T will provide the services on a Time and Materials basis, with a not-to-exceed budget in accordance with our original contract agreement as follows:

N&T Architectural Services	\$4,000
OMM	\$5,500
BKF	\$1,980
Taylor	\$4,840
SFMI Acoustical Services	\$2,871
<hr/> Subtotal	<hr/> \$19,191
ASR 03 Plus ASR 04	\$68,712
10% Design Contingency	\$ 6,871
<b>TOTAL</b>	<b>\$75,583</b>