



AGENDA REPORT SUMMARY

Meeting Date: December 13, 2022

Subject: Second Amendment to the Noll & Tam Architects and Planners' EOC Conceptual Design Agreement for the Design, Construction Documents, and Construction Administration for the New Emergency Operations Center (EOC)

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:

None

Fiscal Impact:

The proposed scope of work for this agreement is estimated to cost \$250,690. Sufficient funds are available in Project CF-01021—Emergency Operations Center in the FY-2022/23 CIP budget.

- Amount already included in approved budget? Yes
- Total Budget Available in CF-01021: \$2,350,000
- Amount above budget requested: \$0

The Scope of Work and a breakdown of the \$250,690 cost proposal is shown in Attachment A.

The proposal to build a standalone EOC behind the police station had an estimated total cost of \$4.6-\$4.9M. The proposal to design and construct an EOC in the Community Center has a total estimated cost of \$2.35M, resulting in a project savings of \$2.25M-\$2.55M.

Environmental Review:

Not applicable

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JD

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Policy Question(s) for Council Consideration:

- Does the Council wish to direct staff to complete the design of the new Emergency Operations Center (EOC), proposed to be integrated into the Los Altos Community Center, and proceed to bid on that project?

Summary:

- The City of Los Altos hired Noll and Tam to provide a conceptual design for incorporating a code-compliant EOC into the recently completed Los Altos Community Center.
- Noll and Tam found the Community Center has the required spaces needed accommodate the design elements required for a new EOC.
- Staff is seeking Amendment No. 2 to Noll and Tam's contract to carry forth design, construction documents, and construction administration services for the EOC in an amount not to exceed \$250,690. The Scope of Work and a breakdown of this cost proposal is shown in Attachment A.
- The conceptual-level construction cost estimate for the EOC is \$2,342,578, including \$250,690 for the design and construction administration proposed herein, \$172,883 for construction contingency (10%), and \$190,172 for other soft costs (i.e., permitting, construction management, testing, etc.).

Staff Recommendation:

Adopt a resolution to authorize the City Manager to execute Amendment No. 2 to the EOC Conceptual Design Agreement between the City of Los Altos and Noll & Tam Architects and Planners through FY 24-25 in an amount not to exceed \$250,690 to provide Design, Construction Documents, and Construction Administration for a new Emergency Operations Center to be constructed in the Community Center.

Purpose:

To complete the design of the new Emergency Operations Center (EOC) integrated into the Los Altos Community Center.

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 and Tam was hired sole-source for these services because a) they are intimately familiar with the Community Center since they designed and oversaw construction of this new facility, and b) their team has experience designing essential service facilities like the EOC.

The City requested the design team perform the conceptual design study to

- a) Determine if a Community Center EOC is a more feasible alternative to constructing a new stand-alone EOC behind the City Police Station, and
- b) Study and layout how best to integrate a new EOC into the Community Center's footprint.

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The Noll and Tam team worked closely with project stakeholders, including Public Works Engineering, the Police Department, Parks & Recreation Facilities Maintenance, City Administrative staff, and leaders of the Los Altos Amateur Radio Emergency Service (LAARES or “Hams”) to understand their operational and infrastructure needs. This group of stakeholders worked with the design team to identify spaces and design elements within and outside the building that would support the EOC function without impacting the architectural qualities and function of the prominent Community Center.

Through the conceptual design phase, Noll and Tam found the Community Center has the required spaces needed to feasibly accommodate the design elements required for a new EOC.

Key to EOC project success is the design goal of minimal modification to the new community center’s aesthetic character. The project team recommended suitable spaces requiring minimal physical modifications and identified design strategies that minimize changes to the interior and exterior architectural character of the building. To this end, the key components of the EOC's design are as follows.

1. The primary EOC staff meeting space will be located in the centrally located Sequoia multi-purpose room, which the Council is currently hosting City Council Meetings in.
2. The LAARES HAM radio operations meeting space will be located in the Manzanita multi-purpose room, which overlooks the bocce ball courts on the north side of the main lobby. Design enhancements will occur to accommodate their seating, power, cabling, and antenna requirements, along with their storage needs.
3. Electrical and HVAC upgrades to meet the standards and code requirements of a fully functioning EOC.

As a fundamental pre-requisite, the City requested that the EOC fully comply with published EOC Code requirements and standards. The Community Center’s structural design currently meets the state’s requirements for an Essential Services Facility. Similarly, the building’s data and telecom infrastructure meet the standards necessary to support an essential services facility.

The existing electrical systems require upgrades to meet emergency power standards. The existing electrical system has a connection port suitable for connecting a portable emergency generator to provide most of the building with emergency power. This feature was included in the original design to support the Community Center’s operation as a shelter. The portable generator is not suitable for an EOC because the time span required to bring a portable generator to the site does not comply with EOC standard for nearly instantaneous emergency power. The project studied several locations and concepts for emergency power systems and generator locations and, together with City Staff, selected a remote location for a new emergency generator west of the Bus Barn Theater—between the theater and the large oak trees. The generator work includes an

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architecturally appropriate enclosure to dampen sound, underground work to tie the generator into the existing generator port adjacent to the building's south entrance, and an auto-transfer switch and other electrical upgrades to make the generator EOC-compliant.

Of critical importance to the Center's operation are communications systems. Since the LAARES are an important part of the City's response to significant emergencies, the design team has worked closely with them to understand their operations and infrastructure needs so the Manzanita Room will be plug and play ready for them.

The conceptual-level construction cost estimate for the EOC is \$2,342,578, including \$250,690 for the design and construction administration proposed herein, \$172,883 for construction contingency (10%), and \$190,172 for other soft costs (i.e., permitting, construction management, testing, etc.).

As a comparison--in July of 2021, the City Council selected "Option C" for the construction of a standalone EOC behind the police station. The approval of Option C authorized an additional \$2.4M for the EOC, which was added to a previously budgeted amount of \$600,000, bringing the budgeted cost for the EOC to \$3M at the time of approval. In addition to the \$3M, there were known but as-of-yet unbudgeted costs for design review and approval from the Fire Department, construction escalation, entitlements, and contingencies. This increased the cost of Option C an additional \$1.6-\$1.9M, for a total project cost of \$4.6-\$4.9M for design and construction.

Additionally, prior to the approval of Option C, the City's CIP Fund had an estimated deficit (unfunded obligation) of approximately \$2M. The approved EOC project increased the unfunded obligations to approximately \$4.4M. The additional known but not yet budgeted costs of \$1.6-\$1.9M would have increased the unfunded obligations to more than \$6M at the close of EOC construction.

Discussion/Analysis:

Noll & Tam Architects was selected as the sole source Consultant to perform the Design, Construction Documents, and Construction Administration for the Emergency Operations Center (EOC) Project. The justification for this decision is because this firm completed the design and construction of the newly built Los Altos Community Center and is intimately familiar with the building spaces and operations. Also, the Noll & Tam design team has designed a number of essential services facilities, including EOCs.

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 7, 2022, to provide a conceptual design for incorporating a code-compliant Emergency Operations Center (EOC) into the recently completed Los Altos Community Center. Approval of Amendment No. 2 is

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proposed herein to carry out a complete EOC design and construction documents for the EOC, along with construction administration support. The Scope of Work and a breakdown of the \$250,690 cost proposal is shown in Attachment A.

Noll and Tam estimates the following schedule between now and the EOC's construction contract bid award.

- 1/9/23 - 2/20/23 Documentation- 6 weeks
- 2/20/23 - 4/03/23 Planning Review + CEQA
 - City or 3rd party consultant carries out CEQA review (~6 weeks)
- 4/03/23 - 4/17/23 Revise documents to incorporate planning + CEQA comments
- 4/17/23 - 5/29/23 Building Permit + Back Check
 - 4/03 – 5/01 City Initial Review (4 weeks)
 - 5/01 – 5/15 Design Team Corrections (2 weeks)
 - 5/15 – 5/29 City Back Check (2 weeks)
- 5/29/23 - 06/12/23 Prepare Bid Documents
- 6/12/23 - 07/19/23 Issue for bid/4 week bid period
- 8/22/2023 City Council Meeting: Award of Construction Contract

Recommendation:

The staff recommends the City Council adopt a resolution to authorize the City Manager to execute Amendment No. 2 to the EOC Conceptual Design Agreement between the City of Los Altos and Noll & Tam Architects and Planners through FY 24-25 in an amount not to exceed \$250,690 to provide Design, Construction Documents, and Construction Administration for a new Emergency Operations Center to be constructed in the Community Center.