



DISCUSSION ITEMS

Agenda Item # 9

AGENDA REPORT SUMMARY

Meeting Date: August 22, 2017

Subject: Professional Services Agreement: Hillview Community Center Redevelopment, Project CF-01002

Prepared by: Christopher Lamm, Engineering Services Manager

Reviewed by: Susanna Chan, Public Works Director

Approved by: Chris Jordan, City Manager

Attachments:

1. None

Initiated by:

City Council - CIP Project CF-01002

Previous Council Consideration:

June 14, 2016; April 25, 2017; June 27, 2017

Fiscal Impact:

\$2,804,597 – Funded by Hillview Community Center Redevelopment, Project CF-01002 in the Capital Improvement Program

Environmental Review:

Not applicable – Project Environmental Review will be conducted in Design Development phase of the project.

Policy Questions for Council Consideration:

- None

Summary:

- On April 25, 2017, City Council directed staff to initiate selection of a qualified architect to begin design of the Hillview Community Center Redevelopment Project.
- On June 22, 2017, the City received proposals from eight (8) qualified architectural firms
- A selection committee consisting of City staff and members of the Hillview Community Center Project Task Force selected Noll & Tam Architects and Planners as the best qualified firm for award.

Staff Recommendation:

Move to authorize the City Manager to execute a professional services agreement between the City of Los Altos and Noll & Tam Architects and Planners in an amount not to exceed \$2,804,597 for design services for the Hillview Community Center Redevelopment, Project CF-01002.



Subject: Professional Services Agreement: Hillview Community Center Redevelopment, Project CF-01002

Purpose

Authorize the City Manager to execute a professional services agreement between the City of Los Altos and Noll & Tam Architects and Planners in an amount not to exceed \$2,804,597 for design services for the Hillview Community Center Redevelopment Project CF-01002.

Background

In June and September of 2016, staff presented to City Council at a Study Session and Regular Council Meeting, reports on the conditions of the existing facilities at the Hillview Community Center. Council directed staff to develop scenarios (renovation and replacement) for what could be achieved at the Hillview Community Center with a project budget of \$20 million.

On April 25, 2017, staff presented to City Council a feasibility assessment identifying budgetary scenarios for a) renovation of the existing community center; b) construction of a new community center on the same site – including reutilization of existing buildings as applicable; and c) construction of a new facility on the same site allowing for a phased approach to construction. As recommended, Council directed staff to create a Capital Improvement Project for the design and construction of a new Community Center with a project budget of \$25 million and directed staff to begin selection of a qualified architect to design a new community center. In addition, Council Adopted Resolution No. 2017-15 establishing the Council-appointed eleven-member Hillview Community Center Project Task Force.

Capital Improvement Project CF-01002 was funded in the June 27, 2017 CIP budget adoption with \$3 million for FY2017/18.

Discussion/Analysis

On May 18, 2017, staff issued a Request for Proposals (RFP) for the Hillview Community Center Redevelopment Project. The RFP included information from the 2009 and 2014/15 Civic Center Master Plan and Update, 2016 Facility Condition Assessment, and 2017 Feasibility Assessment. Proposers were required to submit information on their relevant firm experience (demonstrating experience on similar type and size of projects), overall team experience and qualifications, project understanding and approach, costs, and references.

On June 22, 2017, the City received proposals from eight (8) qualified architectural firms. A selection committee was established to review, short-list, interview and recommend a firm for award of a design contract. The selection committee consisted of staff from Public Works, Community Development, Recreation & Community Services, and Executive Office. In addition, three members of the Hillview Community Center Project Task Force volunteered to participate in the selection process. Following review of proposals, interviews with key members of the top four rated firms, and both a quantitative



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and qualitative analysis of the firms, the selection committee was pleased to recommend Noll & Tam Architects and Planners as the best qualified firm.

Noll & Tam Architects and Planners, based in Berkeley, specializes in the design of civic and community buildings for both new construction and renovation. Their projects include recreational facilities, community centers, libraries, and public safety facilities. The firm has completed community center projects for numerous agencies including the Cities of Antioch, Benicia, Milpitas, Morgan Hill, San Pablo, Oakland, Santa Clara, and the County of Alameda as well as the Los Gatos Library in the Town of Los Gatos.

Project Scope

The scope of the project includes six (6) primary tasks, spanning schematic design, through construction support and close-out, each of which entail multiple elements with multiple deliverables. Highlights of the project scope include:

1. Schematic Design

- The Consultant shall meet bi-weekly throughout schematic design with the City and the Hillview Community Center Project Task Force to make recommendations to the to the City Council.
- The Consultant shall prepare documents illustrating the scale and relationship of project components (Schematic Design Documents). The documents shall include but not be limited to a site plan, enlarged site plans, floor plans, elevations, site sections, site elevations, outline specifications and other documents necessary and as required to illustrate the proposed project scope and concept.
- The Consultant shall establish an Estimated Project Construction Costs at 100% completion of Schematic Design Documents.
- The Consultant shall make a presentation of the Schematic Design documents and Schematic Design Cost Estimates to the City Council in order to update design progress, solicit comment and obtain approval for the Schematic Design project scope and budget.

2. Design Development

- Consultant shall prepare Design Development documents consisting of but not limited to site plans, enlarged site plans, building floor plans, enlarged floor plans, site sections, building sections, building elevations, typical construction details, finish schedules indicating finish selection, interior elevations, outline specifications and other drawings and documents sufficient to fix and describe the scope, relationship, size, appearance and character of the project components. Design Development documents shall include Mechanical, Electrical and Plumbing system designs and equipment layouts including single line diagrams and an energy analysis report.



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- Consultant shall coordinate and provide necessary plans and documents to assist the City with a third party environmental review (CEQA) for the project.
- The Consultant shall establish an updated Estimated Project Construction Costs at 100% completion of Design Development.
- The Consultant shall prepare documents as part of the City's Land Use application submittal process and make presentations of the Design Development documents to the Bicycle and Pedestrian Advisory Commission, and Planning and Transportation Commission to update solicit comment and obtain approval for the Design Development project scope and budget.
- The Consultant shall make presentations of the Design Development documents and 100% Design Development Cost Estimates to the City Council in order to update design progress, solicit comment and obtain approval for the Design Development project scope and budget

3. Construction Documents

- Consultant shall prepare, for approval by the City, Construction Documents consisting of drawings, specifications and other documents setting forth in detail the requirements for construction of the Project. The Consultant shall prepare complete drawings and specifications as are necessary for developing complete bids for properly executing the Project work. Drawings and Specifications shall set forth in detail all of the following: 1) the Project construction work to be done; 2) the materials, workmanship, finishes, and equipment required for the Project; and 3) the utility service connection equipment and site work.
- The Consultant shall submit a written Estimated Project Construction Costs for the project based on the Construction Document Phase Documents at 50% completion and 100% completion

4. Permitting / Bidding

- Consultant, shall develop the documents describing Contract, Prequalification forms, bidding forms, General Conditions, Supplementary General Conditions, Special Conditions, other necessary conditions of the contract, Sample Forms, prequalification requirements and forms, and any other certifications and documents required by laws, rules and regulations which may be reasonably required in order to obtain General Contractor bids responsive to the Construction Documents.
- During the Bidding Process, the Consultant shall respond to requests for information or clarification. The Consultant shall respond only to questions or requests for clarifications concerning the Construction Documents that are submitted by the City or the Contractor.



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5. Construction Administration Support

- The Consultant shall review the project schedule, schedules of shop drawing submittals and schedules of values prepared by the construction contractor and consult with the City concerning their acceptability.
- The Consultant shall conduct site visits to observe each contractor's work for general conformance with the Construction Documents and with any approved construction schedules or milestones. Such visits shall be conducted weekly or as often as are necessary and appropriate to the stage of construction. Such visits may be in conjunction with the Project's construction meetings.
- After determining that the Project is substantially complete, the Consultant shall participate in the inspection of the Project and shall prepare a Punch List of all remaining deficiencies and minor items needed to be corrected or completed on the Project.

6. Project Close-out

- The Consultant shall incorporate all Requests for Information (RFI), Addenda and Bulletins and Contractor as-built files into the Construction Documents.
- The Consultant shall review the Contractor furnished as-built files for completeness.
- The Consultant shall review all warranties, guarantees and final close-out material provided by the contractor and sub-contractors.

Options

- 1) Authorize the City Manager to execute a professional services agreement between the City of Los Altos and Noll & Tam Architects and Planners in an amount not to exceed \$2,804,597 for design services for the Hillview Community Center Redevelopment Project CF-01002.

Advantages: Project design and development will proceed in accordance with the schedule presented to Council on April 25, 2017

Disadvantages: None

- 2) Do not authorize the execution of a professional services agreement for the design of the Hillview Community Center

Advantages: None

Disadvantages: Not authorizing the execution of the contract will result in delays to the project

Recommendation

The staff recommends Option 1.