



**CONSENT CALENDAR**

**Agenda Item # 6**

**AGENDA REPORT SUMMARY**

**Meeting Date:** September 25, 2018

**Subject:** Professional Services Agreement: Police Station EOC and restrooms, and HVAC upgrades

**Prepared by:** Theresa Yee, Project Manager

**Reviewed by:** Susanna Chan, Public Works Director

**Approved by:** Chris Jordan, City Manager

**Attachment(s):**

None

**Initiated by:**

City Council CIP Project CF-01003

**Previous Council Consideration:**

February 27, 2018 – Five-year Facilities Maintenance/Improvement Plan

**Fiscal Impact:**

\$290,000 (there are sufficient funds in the project budget to fund this Agreement)

**Environmental Review:**

Not applicable – Environmental review will be conducted during the design development phase of the project.

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

None

**Summary:**

- On June 21, 2018, City released two Request for Proposals (RFP) for professional design services for:
  1. Police Station Emergency Operations Center (EOC) and restrooms; and
  2. Heating, Ventilation, and Air Conditioning (HVAC) upgrades
- On July 31, 2018, seven (7) proposals were received for the EOC and restrooms, and nine (9) proposals were received for the HVAC upgrades
- An RFP Evaluation Committee scored each proposal and Jeff Katz Architecture scored the highest in both the EOC and Restrooms RFP, and the HVAC upgrades RFP



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**Staff Recommendation:**

Authorize the City Manager to execute a professional services agreement between the City of Los Altos and Jeff Katz Architecture in an amount not to exceed \$290,000 for design services for the Police Station Emergency Operations Center (EOC) and restrooms, and the Heating, Ventilation, and Air Conditioning (HVAC) upgrades.



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### **Purpose**

Authorize the City Manager to execute a professional services agreement between the City of Los Altos and Jeff Katz Architecture in an amount not to exceed \$290,000 for design services for the Police Station Emergency Operations Center (EOC) and restrooms, and the Heating, Ventilation, and Air Conditioning (HVAC) upgrades.

### **Background**

#### Emergency Operations Center (EOC)

The current EOC is located at the Municipal Services Center approximately 2.5 miles from City Hall and the Civic Center Campus in a building that is not rated as an Essential Facility. An Essential Facility is defined as a critical facility designed to be protected against natural hazards to a level greater than average. A critical facility is one that the community considers essential for the delivery of vital services for the protection of the community and includes emergency response facilities, such as an EOC.

Council recently adopted Resolution 2018-01 accepting all of Volume 1 and the City of Los Altos portion of Volume 2 of the Santa Clara County Operational Area Hazard Mitigation Plan. This Plan recognizes that the City's EOC needs replacement.

There have been a few upgrades and additions to the original police station to increase it to the existing size; however, the existing building does not contain an Essential Facility EOC. The location of a new EOC and restroom at the station will benefit from its proximity to emergency personnel who will typically lead and staff it in the event of an emergency.

The new EOC can be used as flexible space for briefing/training and as a conference room. A new restroom located near the EOC and Information Technology (IT) trailer will provide a more convenient location, as staff currently must walk to another facility to reach the nearest restroom.

Due to the limited space, removal of the traffic division trailer is necessary to create space to accommodate the new EOC. The current briefing room in the police station will be remodeled for the traffic division offices, while the briefing room function can be moved to the new EOC to create much-needed additional space to meet staffing needs.

#### Heating, Ventilation, and Air Conditioning (HVAC) upgrades

The existing Police Department building was built in 1967. Many components in the HVAC system are near the end of their useful life.



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The building has been through several minor remodels; the heating, ventilating, and cooling system has an assortment of components. The HVAC is experiencing more frequent intermittent system failures and air flow issues.

An assessment and re-design of the existing HVAC system is needed to provide an efficient and balanced system for current needs. This project was identified in the 2016 Facilities Condition Assessment as a maintenance need.

### **Discussion/Analysis**

On June 21, 2018, the City released two Request for Proposals (RFP) for professional design services for: 1) Police Station Emergency Operations Center (EOC) and restrooms; and 2) Heating, Ventilation, and Air Conditioning (HVAC) upgrades.

On July 31, 2018, seven (7) proposals were received for the EOC and restrooms, and nine (9) proposals were received for the HVAC upgrades. Following receipt of proposals, the RFP Evaluation Committee scored all. Those firms that scored 20 points or less than the next firm did not proceed to the second phase of interviewing.

Following the interviews and reference checks, Jeff Katz Architecture scored the highest in both the EOC and restrooms RFP and the HVAC upgrades RFP. Based on the responsive and responsible proposal, staff recommends consolidating the scopes of work into one agreement with Jeff Katz Architecture in an amount not to exceed \$290,000 for the combined projects of the EOC and restrooms, and HVAC upgrades.

### **Options**

- 1) Authorize the City Manager to execute a professional services agreement between the City of Los Altos and Jeff Katz Architecture in an amount not to exceed \$290,000 for design services for the Police Station Emergency Operations Center (EOC) and restrooms, and Heating, Ventilation, and Air Conditioning (HVAC) upgrades

**Advantages:** Project design will proceed for Police Station Emergency Operations Center (EOC) and restrooms, and Heating, Ventilation, and Air Conditioning (HVAC) upgrades

**Disadvantages:** None



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- 2) Do not authorize the execution of a professional services agreement for design services for the Police Station Emergency Operations Center (EOC) and restrooms, and Heating, Ventilation, and Air Conditioning (HVAC) upgrades

**Advantages:** None

**Disadvantages:** Staff does not have the expertise to provide professional design services for this project. The construction of an EOC and restrooms, and the HVAC upgrades cannot be carried out

**Recommendation**

The staff recommends Option 1.