



1 North San Antonio Road  
Los Altos, California 94022-3087

## MEMORANDUM

**DATE:** 12/13/22

**TO:** Councilmembers

**FROM:** City Manager

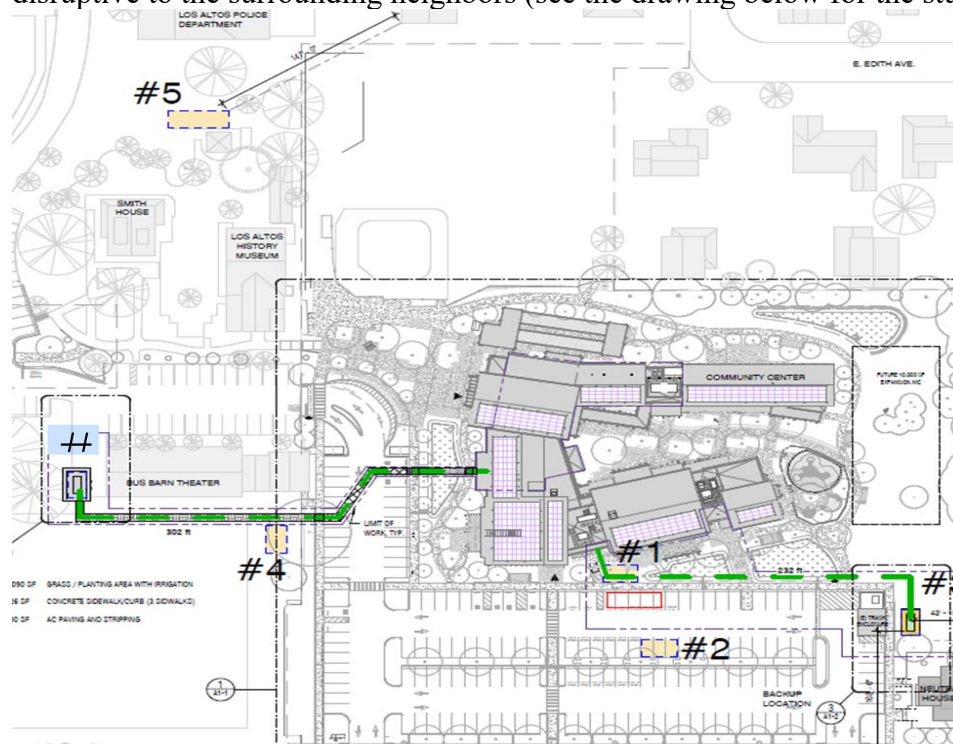
**SUBJECT:** COUNCIL Q&A FOR DECEMBER 13, 2022 CITY COUNCIL REGULAR MEETING

**Item 4. 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):**

**Question:** Why was a remote location selected for the emergency generator?

**Answer:**

A study was conducted to determine size and location of the EOC backup generator. Six different locations were studied to determine which location was feasible while being the least disruptive to the surrounding neighbors (see the drawing below for the study locations).



The following matrix was used to rank features and concerns for each location and the potential generator's size. Acoustics and neighbor adjacency, public visibility, feeder length, and cost were all factors in the comparison. 6/deep green was the highest score for each category and 1/deep red was the lowest score.

Opt	#1	#2	#3	#4	#5	#6
Location	Near Kitchen	Parking Lot South	Neutra House	Bus Barn & Soccer Field	Near Police Station	Bus Barn Dumpster
Visibility	1	1	6	3	6	4
Acoustics	4	2	1	3	5	6
Cost: Feeder	6	5	3	4	1	2
Cost: Screening	1	1	2	4	5	6
Feeder Length	25'	115'	232'	166'	390'	302'
Distance to Neighbor	222'	157'	57'	246'	150'	300'
Flexibility	Sm	Sm	Sm or Lg	Sm	Sm or Lg	Sm or Lg

The results of the study determined that location #6, west of the Bus Barn Theater, was the best location.

- ✓ #1, #2 & #4 were eliminated because they were too visible
- ✓ #3 was eliminated because its proximity to neighbors regarding noise
- ✓ #5 was eliminated because of excessive feeder length and disruption to the park amenities

**Question:** If the emergency generator were to fail, are portable generators available? If not, how will the EOC be powered in the event of an emergency?

**Answer:**

The emergency generator is required to be tested monthly to assure reliability and minimize the chance of failure during an emergency. Installing a backup generator for the emergency generator is cost prohibitive. In the rare instance that the emergency generator failed during an EOC event, staff would try to rent a mobile generator large enough to power the EOC.

**Question:** The Los Altos Purchase Policy states that we have a minimum of two quotes and preferably three. How would we know the price is fair if we do not have any competitive bids?

**Answer:**

The purchasing policy and state code exempt professional services, such as architectural and engineering design, from bidding requirements as their selection is based on expertise, experience and proficiency rather than price. The purchasing policy's requirement for quotes or bids pertains to Public Works Projects, which are defined by the State of California Public Contract Code, Section 20161 as a project for the erection, improvement, painting, or repair of public buildings and works; work in or about streams, bays, waterfronts embankments, or other work for the protection against overflow; street or sewer work except maintenance or repair; furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

When the EOC design and construction plans are completed by architect Noll & Tam, then the construction of the EOC would be put out for a formal bid, in which the lowest responsive bidder would be awarded the contract.

**Question:** How can we be sure we negotiated the best price without any competitive bids?

**Answer:**

The Noll & Tam team was selected to design the EOC because this same group designed the Los Altos Community Center that will house the EOC and they have designed multiple essential services facilities. Given this experience and their intimate familiarity with the LACC, they are the most qualified design team and do not need to become familiar with the facility before design proceeds and accordingly, they can hit the ground running and work efficiently. Were we to hire another design team, we would need to hire Noll & Tam to answer questions and assist them. Noll & Tam's billing rates are competitive with other architectural firms we have worked with, and they have a history of good budget management on city projects.

Once Noll & Tam completes the EOC design and construction documents, the City will bid out the construction contract. As stated in the staff report, the concept-level cost estimate is \$2,342,578, which is broken down as follows:

\$1,503,333 – Construction Cost Estimate (includes escalation through the midpoint of construction date of January 2024)  
\$225,500 – 15% Market Factor/Bid Contingency Allowance (markup for busy market whereby < 5 bids may drive bids higher)  
\$172,883 – 10% Construction Contingency (= 10% x (\$1,503,333 + \$225,500))  
\$250,690 – Proposed Noll & Tam Services: Design, Construction Documents, Bid Support, and Construction Administration  
\$190,172 – 10% Other Soft Costs: CEQA, Construction Management, Testing (= 10% x (\$1,503,333 + \$225,500+\$172,883))  
**\$2,342,578 – Total Concept-Level Cost Estimate**

#### **Item 6. Minutes**

**Comment:** For the motion on Item 8 (page 46 of the packet), it should say "Following a motion by Vice Mayor Meadows ... ", NOT "Following a motion by ~~Councilmember~~ Vice Mayor ... "

**Answer:**

Noted.

#### **Item 7. Accept Resolution No. 2022-xx: Transfer Unclaimed Funds to Originating Fund**

**Comment:** The second line of the title of the proposed resolution should be "RELEASING UNCLAIMED FUNDS."

**Answer:**

Updated and uploaded to packet.

#### **Item 9. Resolution No. 2022-xx: Declaration of election results and canvass of returns:**

**Comment:** The resolution (page 62 of the packet) in "Now Therefore, section A" refers to the "Registrar of Voters' Certificate of Election attached as Exhibit A", but there is no Exhibit A attached, so that should be added.

**Answer:**

This has been added to the packet.

#### **Item 10. Council Reorganization:**

**Comment:** The policy question (page 63 of the packet) asks "Which individuals do Council wish to serve as Mayor and Vice Mayor for ~~2018/19~~?", and needs to be corrected to 2022/23.

**Answer:**

Updated and uploaded to packet.