



City of Sunnyvale

Agenda Item-No Attachments (PDF)

File #: 17-0056, Version: 1

REPORT TO COUNCIL

SUBJECT

Award of Contract for the Corporation Yard Site Feasibility and Modernization Plan (F17-010) and Approval of Budget Modification No. 30 in the Amount of \$81,724

REPORT IN BRIEF

Approval is requested to award a contract to Kappe Architects of San Rafael in the amount of \$259,749 for profession design services associated with the Corporation Yard Site Feasibility and Modernization Plan and 10% for a design contingency in an amount of \$25,975. Approval is also requested for Budget Modification No. 30 to provide \$81,724 in additional project funding.

EXISTING POLICY

Consistent with the provisions of Chapter 2.08 of the Sunnyvale Municipal Code, architectural work is solicited through a Request for Proposals (RFP) process, unless otherwise exempt from the competitive bidding process. Contracts resulting from RFPs are awarded based on best value to the City, rather than the lowest bid price as in the case of an Invitation or Bids (IFB).

ENVIRONMENTAL REVIEW

This award for a feasibility study and modernization plan does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment. Furthermore, the action being considered is exempt from CEQA pursuant to CEQA Guidelines section 15262 as it is feasibility or planning study for a possible future action that the City Council has not approved, adopted, or funded. If one or more of the potential alternatives are deemed to be feasible, it is expected that environmental review under the California Environmental Quality Act (CEQA) would be undertaken at a later time in conjunction with project design phases.

BACKGROUND AND DISCUSSION

The Corp Yard Site Feasibility and Modernization Plan (Plan) provides for the development of a master plan to replace aged buildings and facilities to meet current needs and standards. The Plan will evaluate the condition and the need for each building and facility and determine the optimal replacement scope and schedule. A space needs assessment will determine the space needs of each division using the Corporation Yard including Public Works Operations, Parks, Environmental Services, Finance (Central Stores), Public Safety, and Information Technology (cell towers).

The goal of the project is to develop a plan for the renovation of the existing Corp Yard to a facility that improves site utilization, creates facilities for optimum job performance and efficiency, provides a safe and efficient workplace for all employees, projections for future needs, and potential funding strategies. It shall meet regulatory, and permit requirements, and integrate sustainable design

objectives and strategies.

The Corporation Yard is approximately 8.72 acres in size and consists of parking, storage, and several buildings. The larger buildings on the site such as the warehouse, fleet maintenance and administration buildings were constructed between 1950 and 1953. The Public Safety evidence storage building was constructed in 1985 and the temporary parks office was built in 1994. The facility currently provides work space for more than 200 employees. This includes shared workspace for field crews, as well as office space for management and support staff. Due to the age of the facility and configuration, it is inefficient and undersized for today's needs and standards. Due to the number of employees, vehicles, and equipment on site, parking and circulation is also undersized and inefficient.

A Request for Proposals (RFP) process was utilized to solicit proposals to complete the project. The RFP was advertised in August 2016, and five responsive proposals were received on September 14 from LDA Architects Inc., The KPA Group, Kappe Architects, Dougherty & Dougherty Architects and BRW Architects. The qualifications of the proposers were evaluated by staff from the Public Works Department. Kappe Architects was selected as the top ranked team for several reasons including:

- Extensive experience with similar projects
- Familiarity, understanding and anticipation of issues and opportunities for the City's project
- Advanced abilities and experience with community outreach and simulation techniques

The initial submitted pricing ranged from \$212,000 to \$923,000. Kappe's proposed pricing in the amount of approximately \$274,000 was subsequently negotiated to \$259,749 without a reduction in work scope. Separately, the City would need to assemble the funds for the proposed replacement/repairs needed to modernize the facility.

FISCAL IMPACT

Budgeted funds in the amount of \$204,000 are available in Capital Project 830590, Corporation Yard Building Replacement Master Plan. Additional funding in the amount of \$81,724 will be required to complete the work. Funding is provided by the General Fund, Wastewater Fund, Water Supply and Distribution Fund, and General Services Fund (Fleet and Facilities Management Sub-Funds). The allocations are based on each fund's square footage occupying the Corporation Yard.

Budget Modification No. 30 has been prepared to appropriate additional funding to the Corporation Yard Building Replacement Master Plan project.

Budget Modification No. 30
FY 2016/17

	Current	Increase/ (Decrease)	Revised
Infrastructure Renovation and Replacement Fund			
<u>Revenue</u>			
830590-Corporation Yard Building Replacement Master Plan (Transfer In from Various Funds - Listed Below)	\$204,000	\$81,724	\$285,724
<u>Expenditures</u>			
830590-Corporation Yard Building Replacement Master Plan	\$204,000	\$81,724	\$285,724
General Fund			
<u>Reserves</u>			
Budget Stabilization Fund	\$50,034,227	(\$38,890)	\$49,995,337
<u>Expenditures</u>			
Transfer to the Infrastructure Renovation and Replacement Fund (Corporation Yard Building Replacement Master Plan)	\$97,078	\$38,890	\$135,968
Wastewater Management Fund			
<u>Reserves</u>			
Rate Stabilization Reserve	\$2,707,579	(\$4,103)	\$2,703,476
<u>Expenditures</u>			
Transfer to the Infrastructure Renovation and Replacement Fund (Corporation Yard Building Replacement Master Plan)	\$10,243	\$4,103	\$14,346
Water Supply and Distribution Fund			
<u>Reserves</u>			
Rate Stabilization Reserve	\$1,450,111	(\$8,111)	\$1,442,000
<u>Expenditures</u>			
Transfer to the Infrastructure Renovation and Replacement Fund (Corporation Yard Building Replacement Master Plan)	\$20,246	\$8,111	\$28,357

**General Services Fund/Fleet
Services Sub-Fund**

Reserves

Equipment Reserve	\$1,075,016	(\$21,776)	\$1,053,240
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Expenditures

Transfer to the Infrastructure Renovation and Replacement Fund (Corporation Yard Building Replacement Master Plan)	\$54,356	\$21,776	\$76,132
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**General Services
Fund/Facilities Management
Services Sub-Fund**

Reserves

Equipment Reserve	\$1,223,350	(\$8,844)	\$1,214,506
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Expenditures

Transfer to the Infrastructure Renovation and Replacement Fund (Corporation Yard Building Replacement Master Plan)	\$22,077	\$8,844	\$30,921
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PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

RECOMMENDATION

1) Award a contract in substantially the same form as Attachment 1 to the report and in an amount not to exceed \$259,749 to Kappe Architects Inc. and authorize the City Manager to execute the contract when all necessary conditions have been met; 2) approve a 10% contract contingency in the amount of \$25,975; and 3) approve Budget Modification No. 30 in the amount of \$81,724 to provide additional project funding.

Prepared by: Pete Gonda, Purchasing Officer

Reviewed by: Timothy J. Kirby, Director of Finance

Reviewed by: John Stufflebean, Director of Environmental Services

Reviewed by: Manuel Pineda, Director of Public Works

Reviewed by: Walter C. Rossmann, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENT

1. Draft Consultant Services Agreement