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### **REPORT TO COUNCIL**

#### **SUBJECT**

Award of Contract for Professional Design Services Associated with the Golf Building Renovations at Sunken Gardens (F18-188)

#### **REPORT IN BRIEF**

Approval is requested to award a contract to IBI Group Architecture Planning of San Jose in an amount not to exceed \$168,877 for professional design services associated with the Golf Building renovations at Sunken Gardens. The contract consists of base services in the amount of \$165,077 and optional services in the amount of \$3,800 for a topographic survey. Approval is also requested for 10% contract contingency in an amount of \$16,888.

#### **EXISTING POLICY**

Pursuant to Chapter 2.08 of the Sunnyvale Municipal Code, contracts for this type of professional services are awarded pursuant to a Request for Proposals (RFP) best value process unless otherwise exempt from competitive bidding. Further, pursuant to Sunnyvale Municipal Code Section 2.08.040 City Council approval is required for the procurement of goods and/or services exceeding \$100,000, in any one transaction.

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a “project” within the meaning of the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines section 15301 for maintenance or repair of existing facilities involving negligible or no expansion of use beyond which presently exists and 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.

#### **BACKGROUND AND DISCUSSION**

The Golf Buildings Renovation project will renovate the existing golf building at Sunken Gardens Golf Course to bring it into compliance with current building codes and ADA requirements. The project supports improvements for safety, attractiveness, and usability in the Golf Course Operations program and will prevent hazardous conditions and safety concerns.

The renovation project consists of three components.

1. Renovate restrooms within the golf building to address current building code and ADA accessibility requirements. Renovations will include upgrading the restroom fixtures for energy and water efficiency.
2. Remodel the pro shop in the existing golf building to create an improved layout that addresses utility and service connections and identified termite damage.
3. Construct an outdoor cover for up to five golf carts at the north end of the maintenance building.

Currently, the restrooms, one men's and one women's, are located within the envelope of the golf building. Each restroom has a single exterior door entrance. The men's restroom has one water closet, one lavatory, and one urinal. The women's restroom has two water closets and one lavatory. The restrooms do not meet current ADA guidelines, and the overall size of each room is too small to comply with current regulations. The layout of fixtures and the ingress and egress of the rooms do not meet current ADA guidelines. The storage spaces within the pro shop adjacent to the restrooms are available for expansion of each restroom to meet the required guidelines. Also, during renovation, restroom fixtures will be installed that are energy and water efficient. Additionally, the consultant proposed an alternative conceptual design option for an exterior freestanding modular restroom building. Staff will evaluate which option will be most cost efficient during the design.

The pro shop is located within the envelope of the golf building, which was constructed in the 1960's as an Eichler-style one story design. A termite inspection for the pro shop and restrooms was conducted in October 2017 and subterranean termite and dry rot damage were identified within the structure. The project will address these necessary repairs and remodel the pro shop to facilitate a better design layout. This includes relocating the front counter, the electrical panel, the water heater, and the connection points of phone/cable; replacing the safety alarm panel, installing new phone/internet/alarm wiring and repairing the floor as needed.

Additionally, to address the convenience of access, charging and maintenance of the golf carts, a new outdoor cover will be constructed on the north side of the maintenance building near the battery chargers. This will be a tent with a more permanent base and vinyl weatherproof top that covers the carts.

A competitive Request for Proposals (RFP) was posted to the City's public procurement network in February 2018. Six (6) firms requested the RFP documents and two proposals were received on March 9, 2018, from Advance Design Consultants and IBI Group. The proposals were reviewed by an evaluation team consisting of staff from the Public Works department. The proposals were evaluated on proposer qualifications and experience with similar projects, project overview and project approach. Following the written evaluation process both proposers were invited for scripted presentations and interviews. The evaluation team agreed that IBI Group offers the best value to the City, due to their extensive experience with similar projects involving building renovation and design; familiarity, understanding and anticipation of issues and opportunities at the location; and knowledge of ADA guideline compliance.

IBI Group Architecture Planning initially proposed base pricing in the amount of \$175,637, which was subsequently negotiated to \$165,077 without a reduction in work scope. Optional services in the amount of \$3,800 are also included for additional survey and certification, if the modular restroom concept is selected.

### **FISCAL IMPACT**

The contract consists of base services in the amount of \$165,077, optional services in the amount of \$3,800 and a 10% contingency in the amount of \$16,888, for a total of \$185,765. Funding for design and construction is available in Project 828400-Golf Building Renovations.

### **Funding Source**

This project is funded in the Infrastructure Renovation and Replacement Fund by Park Dedication Fees.

### **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 \$168,877, and authorize the City Manager to execute the contract when all the necessary conditions have been met; 2) approve a contract contingency in the amount of \$16,888; and 3) Find that the project is exempt from the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines sections 15301 and 15378(a).

Prepared by: Gregory S. Card, Purchasing Officer  
Reviewed by: Timothy J. Kirby, Director of Finance  
Reviewed by: Chip Taylor, Director of Public Works  
Reviewed by: Teri Silva, Assistant City Manager  
Approved by: Kent Steffens, City Manager

### **ATTACHMENTS**

1. Draft Consultant Services Agreement