



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Katy Allen

SUBJECT: SEE BELOW

DATE: 01-18-06

Approved

Date

1/25/06

Council District: Citywide

SUBJECT: AGREEMENT FOR CONSULTANT SERVICES FOR THE EMERGENCY COMMUNICATIONS & DISPATCH CENTER RENOVATION PROJECT

RECOMMENDATION

Approval of a master agreement with RossDrulisCusenbery Architecture, Inc. for consultant services including program review, verification and conceptual design services for the Emergency Communications & Dispatch Center Renovation Project, from the date of execution to August 1, 2008, in a total amount not to exceed \$500,000.

CEQA: Not a project.

BACKGROUND

The Emergency Communications & Dispatch Center Renovation Project is one of the projects of the Neighborhood Security Act Bond passed by the voters in March 2002. The project will remodel the existing 9-1-1 Police and Fire Dispatch areas, as well as the Emergency Operations Center (EOC) and Office of Emergency Services located on the fourth floor of 855 N. San Pedro Street (map attached). The main goal of the renovation work is to upgrade existing Police and Fire Dispatcher consoles; expand Police central control area in size and have a reconfiguration of the monitors/items located within the space in response to the growth of incoming calls. In addition, the renovation work will create a more pleasing work environment with direct access to sunlight. This project will also involve bringing another user into this building, the Department of Transportation's Traffic Incident Management Center (TIMC). The TIMC will monitor and manage day-to-day traffic operations of major thoroughfares of the City, support roadway and freeway incident management activities, and manage event traffic around major activity centers. The addition of this element to the Emergency Communications & Dispatch Center will provide "real time" monitoring of traffic patterns during planned or emergency response events.

Design services will be required to develop the design and construction documents for the Emergency Communications & Dispatch Center Renovation Project. Staff proposes that a

consultant be engaged to provide the services. The consultant selection process was conducted in accordance with the City's Qualifications Based Consultant Selection (QBCS) Policy as well as the Local Business and Small Business Preference Ordinance.

ANALYSIS

The consultant selection process started in August 2005 with the advertisement of a Request for Qualifications(SOQ) to which seven firms responded. After evaluation of the SOQ's submitted, five firms were invited to interview. Interviews were conducted in October by a panel including the Office of Emergency Services and the Departments of Public Works, Police, Fire, and Transportation, as well as an outside panelist. The interviewed firms were evaluated and ranked based on their demonstration of relevant design experience for emergency communications facilities, for designs with appropriate technical quality, for their ability to work with public and regulatory agencies and for overall project management. The panel rated RossDrulisCusenbery Architecture, Inc.(RDC), of Sonoma, California, as the top-ranked firm for the Emergency Communications & Dispatch Center Renovation Project.

Ranked List determined by the Interview Board:

1	RossDrulisCusenbery Architecture, Inc.
2	Marcy Wong & Donn Logan
3	Earthtech
4	Glass Architects
5	Robert Wong Architects

Due to the complicated working environment and its 24/7 mission critical operations, staff recommends the amount of \$500,000 for the master agreement to cover the range of potential services needed. The initial scope of work includes services for program review, field verification, staff programming interviews, data analysis and providing conceptual designs with alternates. Subsequent service orders for the remainder of the architectural design services will be issued once staff selects the conceptual design.

The schedule requires the architect to start work upon Council approval and issuance of the first service order for RossDrulisCusenbery Architecture, Inc. to validate the design plan within the given budget of \$1,140,000 and create a program for the design of a cost effective and operational functioning Emergency Communications & Dispatch Center within the existing 28,500 square foot building area. Approval of the preliminary design plan is anticipated in May 2006.

An alternative to hiring a consultant for this work is for the work to be done by existing City staff. Staff considered this alternative and recommends using a consultant due to the fact that current City staff is fully utilized and there are no available existing City staff resources with appropriate design expertise for this type of facility. Shifting existing City staff resources to this project at this time would delay other projects.

OUTCOME

Approval of the agreement will result in a clearly defined design plan for an expanded operation center within the existing building area for a functional Emergency Communications & Dispatch Center.

PUBLIC OUTREACH

The Request for Qualifications was published in the *San José Post Record* and the City's Internet Bid Line.

COORDINATION

This agreement and memorandum have been coordinated with the Departments of Fire, Police, Transportation, Planning, Building and Code Enforcement, Office of Emergency Services and the City Manager's Budget Office and City Attorney's Office.

COST IMPLICATIONS

1. AMOUNT OF RECOMMENDATION: \$500,000

2. COST OF AGREEMENT:

Consultant Agreement	\$500,000
Design Management	<u>170,000</u>
TOTAL COSTS	\$670,000

3. SOURCE OF FUNDING: Fund 475 – Neighborhood Security Act Bond

4. FISCAL IMPACT: Not applicable

HONORABLE MAYOR AND CITY COUNCIL

01-18-06

Subject: Master Agreement for Consultant Services for the Emergency Communications & Dispatch Center Renovation Project

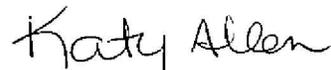
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BUDGET REFERENCE

Fund #	Appn #	Appn Name	RC #	Total Appn.	Amt. For Contract	2005-06 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
Current Funding Available							
475	5738	911 Communications Dispatch Center	137021	\$2,914,000	\$500,000	V-345	Appn Ord. 27580 10/18/05

CEQA

Not a project



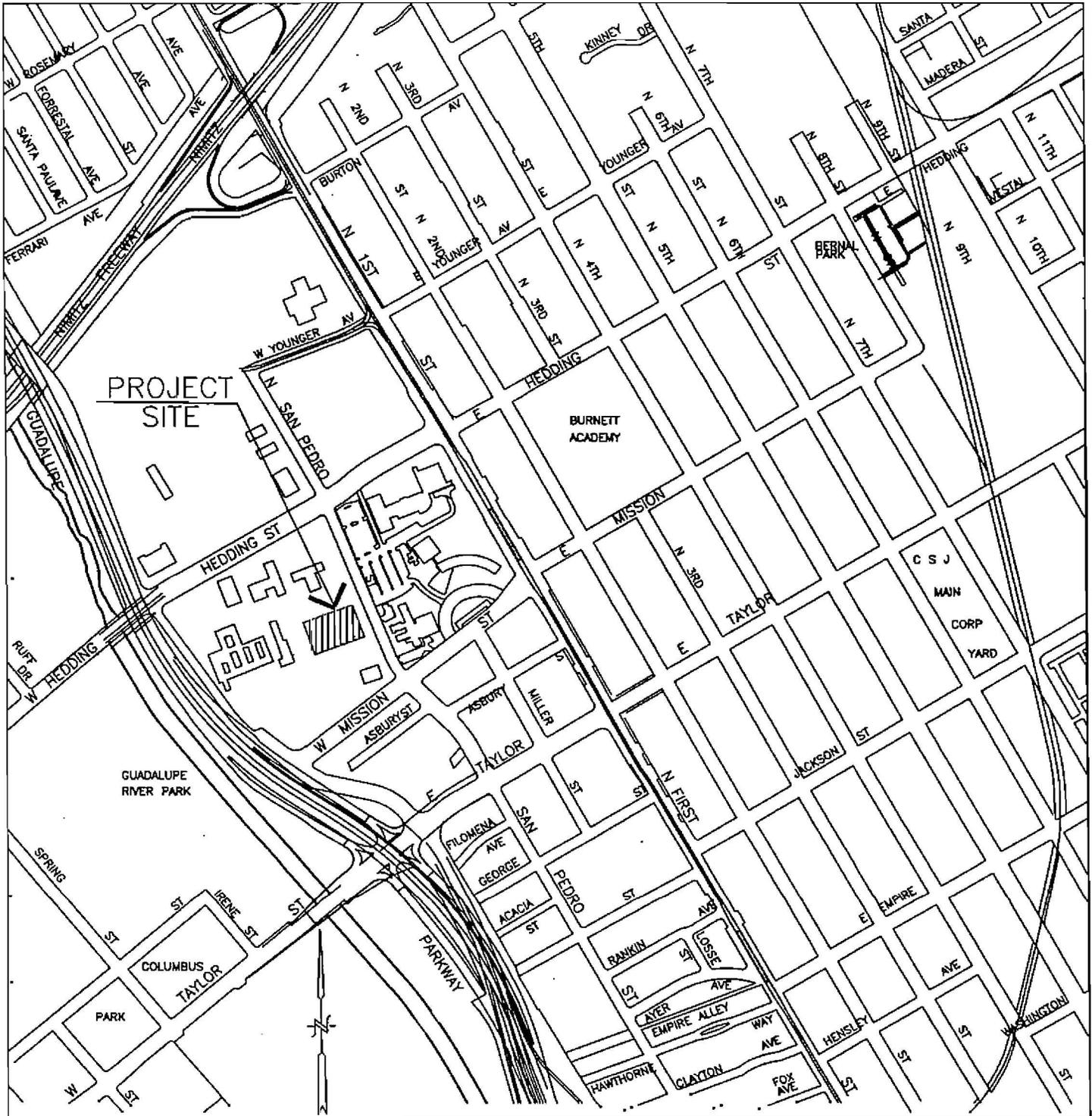
KATY ALLEN

Director, Public Works Department

KJDP:ac

Attachment

RDC Award Memo 012-06



EMERGENCY COMMUNICATIONS &
DISPATCH CENTER

LOCATION MAP

NOT TO SCALE